DOCUMENT RESUME

ED 406 986 IR 056 361

AUTHOR	Cawthorne, Jon E., Comp.; Bleiler, Richard, Comp.
TITLE	Internet Training in ARL Libraries. SPEC Kit 220.
INSTITUTION	Association of Research Libraries, Washington, D.C. Office of Management Services.
REPORT NO	ISSN-0160-3582
PUB DATE	Mar 97
NOTE	165p.
AVAILABLE FROM	Association of Research Libraries, Office of Management Services, 21 Dupont Circle, N.W., Washington, DC 20036.
PUB TYPE	Guides - Non-Classroom (055) -- Reports - Research (143) -- Tests/Questionnaires (160)
EDRS PRICE	MF01/PC07 Plus Postage.
DESCRIPTORS	*Academic Libraries; Electronic Classrooms; Higher Education; Information Technology; *Internet; *Library Instruction; Library Research; Library Surveys; Staff Development; Training; Use Studies; *Workshops; World Wide Web
IDENTIFIERS	*Association of Research Libraries

ABSTRACT

This survey gauged the number of academic libraries offering workshops and classes on the use of the Internet and the World Wide Web. In the spring of 1996, a survey on Internet instruction was distributed to the then 119 ARL member libraries. The survey asked about instruction methods, instructional facilities, planning, technology, publicity, and documentation of the existing courses. A total of 56 responses (47%) were received. Ninety-one percent of the respondents offer or plan to offer Internet training to their users. Most of the respondents offer a series of non-credit independent workshops for faculty, staff, and students. A number of the libraries offer Internet instruction in non-library campus buildings using a variety of the technologies currently available. Sixty percent of the libraries collaborate with other departments and their computing center. Ninety-two percent of the libraries have at least one classroom for the purpose of Internet training, but less than half (46%) have classrooms that contain computers in sufficient numbers that students are permitted to have their own computer. In addition to having electronic classrooms, 70% of the libraries use other rooms in the library for Internet instruction. In almost every instance, instruction on the Internet has been integrated into existing library budgets (84%). Courses are planned predominantly by librarians (38%), but also by library administrators (21%), library support staff (18%), and faculty (14%). The majority of Internet instruction is conducted on networked IBM or IBM-clone machines with LCD (liquid crystal display) panels and an image or slide projector. Libraries rely mostly on posted flyers to publicize Internet instruction (26%). Other common methods include placing announcements on their Web pages (21%), advertising in the campus newspapers (18%), mailing flyers (15%), and posting on electronic lists (12%). Besides survey results, the kit also includes supporting documents for the classes and workshops; instructional handouts; PowerPoint presentations; and evaluation instruments. (Contains 12 references.) (Author/AEF)

****

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

Kit 220

Internet Training in ARL Libraries
March 1997

ED 406 986

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

C.A. Mandel

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

IR 056 361

ASSOCIATION OF RESEARCH LIBRARIES | OFFICE OF MANAGEMENT SERVICES

BEST COPY AVAILABLE

SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

Flyer 220

Internet Training in ARL Libraries
March 1997

Introduction

In response to significant technological changes taking place in higher education, ARL libraries are offering courses and workshops on the Internet and the vast resources of the World Wide Web. These course offerings range from a basic overview of the Internet to how to publish on the Web. This new teaching responsibility for libraries has developed for several significant reasons: 1) libraries are providing access to more electronic information; 2) significant demand exists among faculty, staff, and students for classes and workshops on the Internet and the Web; and 3) very few academic departments are offering classes on utilizing Internet and its accompanying Web technology.

This survey was intended to gauge the number of academic libraries who are offering workshops and classes on the use of the Internet and the Web. While the survey proves libraries are embracing this new teaching responsibility, it also demonstrates they are dong it in very different ways depending on their facilities, relationship with computing centers, and available personnel.

Survey Results

In the spring of 1996, a survey on Internet instruction was distributed to the then 119 ARL member libraries. The survey asked about instruction methods, instructional facilities, planning, technology, publicity, and documentation of the existing courses. A total of 56 responses (47%) were received.

Instruction

Ninety-one percent of the respondents offer or plan to offer Internet training to their users, and 93% provide this type of instruction on a routine basis. At four of the five institutions that do not offer this service, Internet training is handled by computing centers rather than the library. Most libraries (86%) have a formally designated person, often a reference or bibliographic instruction librarian (57%), in charge of coordinating the bibliographic instruction program.

Most of the respondents offer a series of non-credit independent workshops for faculty, staff, and students. The majority of the instructional sessions (66%) last between one and two hours. Forty percent of respondents offer training on how to use the Internet for subject specific retrieval of information, and 39% provide instruction on the history of the Internet, the Web, FTP, Gopher, and Telnet, as well as explanations of search engines. The third major category of training focuses on writing HTML (16%); as yet, none of the libraries surveyed offered instruction in writing Hot Java. Nearly two-thirds of the libraries have created Web pages to assist in instruction, while roughly one-third of the libraries use PowerPoint or a similar presentation program during Internet instruction.

Instruction in using the Internet is given primarily in two ways. First, libraries offer instruction as a series of independent non-credit workshops in which library users can elect to attend any or all of the courses (45%). Second, libraries have integrated the use of the Internet into previously existing workshops and courses (44%). The majority of these courses are oriented almost equally towards the needs of the students, faculty, and staff; only a few libraries (12%) offer workshops for community (i.e., nonacademic) users.

A number of libraries offer Internet instruction in non-library campus buildings using a variety of the technologies currently available. These include computer networks (21%), image projectors (19%), overhead projectors (18%), and laptop computers and monitors (15% each). Fewer libraries demonstrate the Internet using a modem and a telephone line (11%), and fewer yet use a wireless modem (1%).

Sixty percent of responding libraries collaborate with other departments and their computing center. Most (41%) offer between 11 and 20 workshops per semester or quarter; 30% offer between 5 and 10 workshops per semester or quarter, and 20% offer more than 30 workshops per quarter or semester. These classes are most commonly offered throughout the academic session (81%); only 11% offer them as frequently as every week.

Facilities

Ninety-two percent of the libraries surveyed have at least one classroom for the purpose of Internet training, but less than half (46%) have classrooms that contain

computers in sufficient numbers that each student is permitted to have their own computer to work with. A sizable percentage of libraries (28%) have classrooms in which students have to share terminals, and slightly fewer libraries (20%) offer Internet instruction that features a passive learning approach, with the instructor teaching from a monitor and the audience observing but practicing elsewhere.

In addition to having electronic classrooms, 70% of the libraries responding use other rooms in the library for Internet instruction. Small classrooms predominate, as do lecture rooms, though several offer instruction in open areas and in large auditoriums.

Planning

In almost every instance, instruction on the Internet has been integrated into existing library budgets (84%). Courses are planned predominantly by librarians (38%), but also by library administrators (21%), library support staff (18%), and faculty (14%). Library faculty (29%) and coordinators of bibliographic and Internet instruction (28%) have the most influence in determining the subjects in which instruction is offered , though teaching faculty and committees also offer significant input.

Technology

The majority of Internet instruction is conducted on networked IBM or IBM clone machines with LCD panels and an image or slide projector. Macintosh platform computers are used in very few electronic classrooms (9%). Also, instruction using laptops and portable systems, large monitors, modem/telephone lines, and, especially, wireless modems is rare. Ethernet is the most common way to connect to the campus network for the workshop sessions. Clearly, the technology is constantly changing. Many libraries have recently upgraded to Windows 95 or Windows NT and Web-based library catalogs.

Publicity

Libraries rely mostly on posted flyers to publicize Internet instruction (26%). Other common methods include placing announcements on their Web pages (21%), advertizing in the campus newspapers (18%), mailing flyers (15%), and posting on electronic lists (12%). A number of libraries publicize their classes by announcing them to various organizations and by giving these organizations information to disseminate. The classes are targeted to undergraduates and graduates as well as staff and faculty. Community members are welcome at a majority of these free workshops, but the workshops are not widely advertized throughout the community.

Documentation and Evaluation

Only two of the surveyed libraries have a vision statement for providing Internet workshops. The majority of the libraries surveyed offer a user evaluation form, though a sizable number offer the instructor an opportunity for peer review. Web feedback pages and Internet responses are used by only a minority of libraries, and none of them videotape instructional sessions for evaluation.

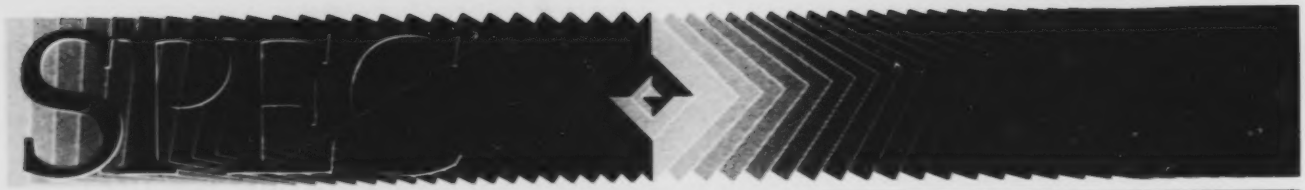
Issues and Trends

It is clear from the responses of the libraries participating in this survey that there is a need for instruction in using the Internet and its ancillary technologies (i.e., HTML, Web browsers, etc.) Most, though not all, were in the process of creating or expanding their physical facilities to accommodate an electronic classroom. A classroom with 12 to 16 computers is the norm. These workshops on most campuses are very popular. One-on-one instruction is ideal, but this is difficult to attain given the numbers entering higher education and the fiscal realities facing most academic libraries. Group instruction is the norm; this instruction is being conducted more and more in classrooms designed, wired and equipped to access the Internet.

Libraries will continue to integrate instruction of the Internet into their presently existing orientations and subject oriented instruction. Web instruction should also become a regular part of the goals, objectives, and strategic vision for the library's future services. It is also clear that although most of the responding libraries are offering instruction in using the Internet, the majority of these libraries do not yet have a specific policy statement governing this instruction or a consistent means to evaluate this service. Finally, it is clear that instruction on using the Internet has become an accepted part of the regular duties of academic librarianship.

This Kit and Flyer were compiled by Jon E. Cawthorne, University of Oregon and Richard Bleiler, University of Connecticut, and were prepared as part of the OMS Collaborative Research/Writing Program.

SPEC Flyer (ISSN 0160 3574) © 1997 by the Association of Research Libraries, Office of Management Services. OMS grants blanket permission to reproduce this information for educational use as long as complete attribution is given. For commercial use, requests should be sent to the ARL Publications Department, Association of Research Libraries, 21 Dupont Circle, Washington, DC 20036. SPEC Kits and Flyers are available by subscription and single issue.



SYSTEMS AND PROCEDURES EXCHANGE CENTER

Internet Training in ARL Libraries

A SPEC Kit compiled by

Jon E. Cawthorne
University of Oregon
and
Richard Bleiler
University of Connecticut

March 1997

Editor....Laura A. Rounds, OMS Program Officer for Information Services
Production Assistant....Marianne Seales, Program Assistant

SPEC Kits are published by the

ASSOCIATION OF RESEARCH LIBRARIES
OFFICE OF MANAGEMENT SERVICES
21 Dupont Circle, NW
Washington, DC 20036
(202) 296-8656 Fax (202) 872-0884
<URL:http://arl.cni.org> <pubs@cni.org>

ISSN# 0160 3582

Copyright © 1997

The papers in this compilation are copyrighted by their authors. The authors have granted permission to reproduce and distribute copies of these works for nonprofit educational or library purposes, provided that copies are distributed at or below cost, and that the author, source, and copyright notice are included on each copy. This permission is in addition to rights of reproduction granted under Sections 107, 108, and other provisions of the U.S. Copyright Act.

The paper used in this publication meets the minimum requirements of American National Standard for Information Sciences—Performance of Paper for Printed Library Materials, ANSI Z39.48-199X.

BEST COPY AVAILABLE

Systems and Procedures Exchange Center: Supporting Effective Library Management for Over Twenty Years

Committed to assisting research and academic libraries in the continuous improvement of management systems, OMS has worked with its constituents since 1970 to seek the best practices for meeting the needs of users. The OMS Information Services Program maintains an active publications program best known for its Systems and Procedures Exchange Center (SPEC) Kits. Through the OMS Collaborative Research/Writing Program, librarians work with OMS staff in joint research and writing projects. Participants and staff work together in survey design, writing, and editing publications that provide valuable insights and management perspectives on emerging trends, issues, and concerns of the academic and research library community. Originally established as an information source for ARL member libraries, the SPEC program has grown to serve the needs of the library community world-wide.

What Are SPEC Kits and Flyers?

Published ten times per year, SPEC Kits and Flyers contain the most valuable, up-to-date information on the latest issues of concern to libraries and librarians today. SPEC Kits and Flyers are the result of a program of surveys on a variety of topics related to current practice and management of library programs in the ARL membership. The SPEC Flyer is a two-page summary of the status of a current area of interest. It comments on the present situation, reports on the results of an ARL membership survey, and forecasts future trends. The SPEC Kit contains the SPEC Flyer and the best representative supporting documentation from the survey in the form of policy statements, handbooks, manuals, cost studies, user studies, procedure statements, planning materials, and issue summaries. A valuable feature of each SPEC Kit is its selected reading list containing the most current literature available on the topic for further study.

Subscribe to SPEC Kits

Subscribers tell us that the information contained in SPEC Kits and Flyers is valuable to a variety of users, both inside and outside the library. The documentation found in SPEC Kits is a good point of departure for research and problem solving. SPEC Kits and Flyers lend immediate authority to proposals and aid in setting standards for designing programs or writing procedure statements. SPEC Kits function as an important reference tool for library administrators, staff, students, and professionals in allied disciplines who may not have access to this kind of information.

SPEC Kits and Flyers can be ordered directly from the ARL Office of Management Services or through your library vendor or subscription agent. For more information contact the ARL Publications Department at (202) 296-8656, or fax (202) 872-0884. Information on this and other OMS products and services can be found on the ARL Gopher <URL:gopher://arl.cni.org> and World Wide Web <URL:http://arl.cni.org>.

SPEC

SYSTEMS AND PROCEDURES EXCHANGE CENTER

Kit 220

Internet Training in ARL Libraries
March 1997

Table of Contents

SURVEY RESULTS 3

CLASSES & WORKSHOPS

University of Connecticut
Connect to the World: Fall 1996 Electronic Workshop Series 15

University of Miami
Create Your Own Home Page on the World Wide Web 17

University of Michigan
Graduate Library Internet Classes [spring semester] 19
Graduate Library Internet Classes [fall semester] 20

Northwestern University
What's New: Workshops for Spring Quarter 21

University of Oregon
Internet Classes: Fall 1996 25

Pennsylvania State University
Learn More about the University Libraries' Electronic Resources... 31

University of South Carolina
Letter Dated January 11, 1995 to Network Coordinators 39
What Can the Internet Do for Me? 40
Letter Dated February 16, 1995 to Dr. Mack 43
Network Resources Training for Faculty and Staff: Spring Workshop Schedule 44
Spring 1996 Training Calendar 45
Network Resources Training for Faculty and Staff: Summer 1996 Schedule 46

University of Washington
Library Computer Classes: Spring Quarter 1996 47

University of Wisconsin-Madison
New Information Connections : Library Workshops, Spring 1996 49
New Information Connections Workshops [statistics] 53

INSTRUCTIONAL HANDOUTS

University of South Carolina
Resource Training for Faulty & Staff -- Exploring Internet Usage 57
World Wide Web: Netscape 67
Gopher: Organizing and Accessing Internet Resources 73

State University of New York at Buffalo
Internet Basics: An Introduction 77
Internet Guide: Internet Glossary 80
Internet Guide: Internet Bibliography 83
Internet Guide: Telnet 85
Internet Guide: Archie 87
Internet Guide: FTP (File Transfer Protocol) 89
Internet Guide: Usenet Groups 91
Internet Guide: LISTSERVS 93
Internet Guide: Creating Documents for the Web 99
Utilizing Netscape 105

POWERPOINT PRESENTATIONS

Florida State University
Education Resources using the Internet 111

Pennsylvania State University
Introducing the Internet 135

EVALUATION INSTRUMENTS

Florida State University
Workshop Evaluation Form 155

University of Michigan
Class Evaluation: Basic Netscape Navigation 157

National Library of Canada
Training Evaluation 159

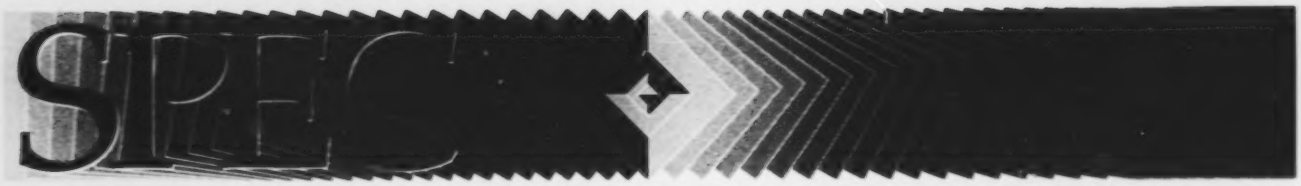
University of New Mexico
Instruction Assessment 161
Navigating LIBROS: Session Evaluation 163

University of South Carolina
Network Resources Evaluation 165

State University of New York at Buffalo
Workshop Evaluation 167

University of Wisconsin–Madison
New Information Connections: Bibliographic Database Management Workshops 169

SELECTED READINGS 173



SYSTEMS AND PROCEDURES EXCHANGE CENTER

SURVEY RESULTS

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF MANAGEMENT SERVICES

TO: SPEC Liaisons

FROM: Jon E. Cawthorne, University of Oregon
Richard Bleiler, University of Connecticut
Laura Rounds, OMS Program Officer for Information Services

DATE: May 7, 1996

RE: SPEC Survey and Call for Documentation on Internet Training in ARL Libraries

In response to significant technological changes taking place in higher education, ARL libraries all over the country are offering courses and workshops on the Internet and the vast resources of the World Wide Web (WWW). These course offerings range from a basic overview of the Internet to how to publish with HotJava. This new teaching responsibility for libraries has developed for two significant reasons: 1) libraries are providing access to more electronic information, and 2) there's significant demand among faculty, staff and students for classes and workshops on the Internet and WWW.

This SPEC Kit will be a resource for those ARL libraries with established classes and workshops as well as for those who would like to begin offering them. This SPEC Kit will address some of the following questions: Is their an electronic classroom in the library? If not, what facilities or space does the library use? Is each session evaluated? If so, how? How are the classes scheduled and publicized? How many people teach? What are the resources used in the classroom (e.g. Netscape, Mosaic, Powerpoint, Telnet, Gopher or Lynx just to name a few)? Who determines what is taught?

Survey responses and documentation should be received no later than JUNE 5, 1996.

Please send all materials to:

Jon E. Cawthorne
Reference/Coordinator for Outreach Services Librarian
University of Oregon
1299 Knight Library
Eugene, Oregon 97401-1299
e-mail: jcawthor@darkwing.uoregon.edu

21 Dupont Circle, Washington, D.C. 20036
202 296 8656 FAX 202 872 0884

SPEC Survey: Libraries and Internet Workshops

Name:
Title:
Library:
Telephone:
E-mail address:

1. Has your library offered, or is your library planning to offer classes and/or workshops on the Internet and the World Wide Web (WWW)?

91%	51	Yes
9%	5	No

2. Has/will your Bibliographic Instruction included either one or all of the following: Introduction to the Internet, Basics of HTML, Subject specific WWW resources, and/or Hot Java?

95%	53	Yes
5%	3	No
0%	0	Other, please specify:

3. Does/will the library have a specific classroom in which these classes are taught?

96%	53	Yes
4%	2	No

If you answered NO to questions 1-3, please stop and return the survey.

If your library is still in the planning stages, please complete the rest of the survey as if the program were currently in place.

Instruction on the Internet and WWW

4. Does your library have an instruction program or a formally established system by which library users are introduced to the electronic resources available for research in various fields of study?

93%	50	Yes
7%	4	No

If yes, is there a formally designated person in charge of coordinating the bibliographic instruction program?

86%	42	Yes
14%	7	No

If yes, Is this:

57%	30	A reference/bibliographic instruction librarian
9%	5	A committee
19%	10	A staff member or administrator with coordinator responsibilities
15%	8	Other, please explain:

5. Is there a separate line in the library's budget for purchasing supplies and equipment solely for bibliographic instruction?

91%	50	Yes, please specify amount:
9%	5	No

6. Which phrase(s) best describe(s) your program? Check all that apply

45%	42	A series of independent non-credit workshops; students can select any and all
1%	1	A sequence of non-credit workshops; students are expected to follow the sequence*
6%	6	A single credit course
44%	41	Internet services/resources are integrated into existing workshops/courses
4%	4	Other, please specify:

*If you checked this answer, how many sessions must the student attend?

1	Two
1	Three
0	Four
0	Other, please specify:

How long is each session/class:

5%	2	Half an hour
27%	11	1 hour
66%	27	From 1 to 2 hours
2%	1	More than 2 hours

7. What topics are covered in your Internet classes and workshops? Check all that apply.

39%	47	Introduction to the Internet (i.e., how the Internet began: FTP, Gopher, Telnet, explanations of search engines, retrieval of information)
16%	20	Basics of writing HTML
0%	0	Writing Hot Java
40%	48	Subject specific WWW resources class; please be specify:
5%	6	Other, please specify: *These schools offer instruction on electronic discussion groups; becoming a content provider on the campus WWW; the use of MOOS; video conferencing; accessing Listservs; and locating databases via the Internet.*

8. Has your library created Web pages for instruction?

60%	32	Yes; please provide URLs:
40%	21	No

9. Is PowerPoint or a similar presentation program regularly used during Internet instruction?

31%	15	Yes; please enclose a copy
69%	33	No

10. Does the library have a specific classroom for Internet training?

92%	48	Yes
7%	4	No

If yes, how is the Internet instruction presented in it?

20%	14	Instructor has a monitor, audience observes but practices elsewhere
28%	19	Instructor has a monitor, some terminals are available, but students have to share
46%	32	Each student has a terminal
6%	4	Other, please specify:

If no, does the training occur in a non-library campus building?

100%	1	Yes
0%	0	No (skip to question 12)

11. What technology is used for teaching library-sponsored Internet/WWW courses in other campus buildings besides the library? Check all that apply.

15%	27	Laptop
19%	33	Image projector
15%	27	Monitor
18%	32	Overhead projector
21%	37	Network
11%	19	Modem/phone line
1%	3	Wireless modem

12. How many terminals are in the classroom?

There were 54 responses to this question. A number of respondents had multiple classrooms and sent data for these. One respondent indicated that the question was not applicable to its institution, and two respondents failed to answer adequately.

1	Low
208	High
17	Median
15	Mode
21	Mean *(skewed by the high of 208, a figure that is 150 more than the next highest.)*

13. Are there other rooms in the library (besides any electronic classroom(s)) used for Internet and WWW workshops?

70%	37	Yes
30%	16	No

If yes, what kinds of rooms are they?

37%	19	Small classroom
35%	18	Lecture room
17%	9	Open area/space
11%	6	Other, please specify:

14. Check all that apply. Does the library's bibliographic instruction program offer these classes and workshops:

14%	12	For academic credit
46%	40	To students on a drop-in basis
40%	34	To people who are not enrolled at the institution (i.e., faculty, staff, drop-ins, community users, etc.)

15. Who attends the Internet workshops?

29%	48	Faculty
29%	49	Staff
30%	50	Students
12%	21	Community patrons

I Planning Internet Workshops

16. How are the Internet workshops supported in your library? Check all that apply.

84%	54	Existing library budget
8%	5	Grants
5%	3	Friends of the Library
3%	2	Other, please specify:

17. Who is involved in the planning process? Check all that apply.

38%	53	Librarians
21%	29	Library administrators
18%	25	Library support staff
14%	19	Teaching faculty
3%	4	Members of a university/college wide committee
6%	8	Other, please specify:

II Offering Internet Classes

18. Does your library collaborate with other departments or the computer center in offering the Internet classes?

60%	32	Yes
40%	20	No

19. How many workshops are offered?

30%	14	5-10 per semester or quarter
41%	19	11-20 per semester or quarter
9%	4	21-30 per semester or quarter
20%	9	more than 30, please specify:

20. How often are they offered?

11%	5	Every week
6%	3	Beginning of every quarter or semester
81%	39	Held throughout the quarter or semester
2%	1	Only when requested

21. Who determines the subjects in which Internet instruction is offered? Check all that apply, indicating the position with most influence.

28%	34	Coordinator of bibliographic and Internet instruction
3%	4	Computing support staff
6%	7	Library Administration
13%	16	Committee
29%	35	Library faculty
15%	18	Teaching Faculty
6%	7	Other, please specify:

22. How many users in the following categories receive Internet instruction during a quarter or semester?

Results to this question proved inconclusive.

23. How many library personnel teach the workshops? Please indicate number of FTE on all that apply.

Results to this question proved inconclusive.

IV. Technology

24. What technology is used for teaching workshops in the Internet/WWW? Check all that apply.

21%	47	IBM/IBM clone
9%	21	Macintosh
11%	24	Laptop or portable system
19%	44	LCD Panels/Image or Slide Projectors
7%	17	Large monitors
20%	46	Network
10%	23	Modem/phone line
2%	3	Wireless modem
1%	2	Other, please specify:

V. Publicity

25. What ways has the library used to publicize the Internet/WWW workshops? Please enclose copies.

26%	41	Flyers
18%	28	Campus newspaper
21%	34	Web page
15%	24	Mailings
12%	19	Electronic lists
8%	12	Other, please specify:

26. Who are the Internet workshops geared toward?

37%	44	Students
24%	29	Staff
31%	37	Faculty
8%	10	Community patrons

V Documentation and Evaluation

27. Does your library have a vision statement for providing Internet workshops?

96%	48	Yes; please enclose a copy
4%	2	No

28. How are the workshops evaluated?

30%	17	Peer review
54%	30	User evaluation forms; please enclose a copy.
0%	0	Videotape session
7%	4	Web feedback page; please provide URL:
9%	5	Other, please specify:

Responding Institutions

University of Alabama
University of California, Davis
University of California, Irvine
University of California, Riverside
Case Western Reserve University
Center for Research Libraries
University of Chicago
University of Colorado
Colorado State University
Columbia University
University of Connecticut
Emory University
Florida State University
University of Georgia
Georgia Institute of Technology
University of Guelph
University of Hawaii
University of Houston
University of Iowa
Johns Hopkins University
Kent State University
University of Kentucky
McMaster University
University of Maryland
University of Massachusetts
University of Miami
University of Michigan
Michigan State University
University of Minnesota
University of Missouri
National Agricultural Library
National Library of Canad
University of Nebraska
University of New Mexico
University of North Carolina
North Carolina State University
Northwestern University
University of Notre Dame
University of Oregon
Pennsylvania State University
University of Pittsburgh
Purdue University
Rice University
Smithsonian Institution Libraries
University of South Carolina
SUNY, Buffalo
SUNY, Stony Brook
Syracuse University
University of Tennessee
University of Texas
University of Utah
University of Washington
University of Wisconsin
Washington University at St. Louis
Wayne State University
York University

List Of Internet Training Sites by School

University of Alabama

http://www.lib.ua.edu

http://www.lib.ua.edu/rodgers/

University of California, Davis

http://www.lib.ucdavis.edu/Kenweb/instruction.html

University of California, Riverside

http://lib.www.ucr.edu/pubs/navigato.html

http://lib.www.ucr.edu/pubs/ejournal.html

Case Western Reserve University

http://www.cwru.edu/CWRU/UL/TRAIN/train.html

University of Chicago

http://www.lib.uchicago.edu/LibInfo/ERI/

University of Connecticut

http://www.lib.uconn.edu/UCL/Storrs/referencefindingaids.htm

http://www.lib.uconn.edu/UCL/Storrs/WKSHFA96.html

Georgia Institute of Technology

http://www.library.gatech.edu

Johns Hopkins University

http://milton.mse.jhu.edu:8001/milton.html

University of Kentucky

http://www.uky.edu/Libraries/gmp.html

University of Miami

http://www.library.miami.edu/instruction/teach.html

http://www.library.miami.edu/staff/sjl/ho.html

University of Michigan

http://www.lib.umich.edu/libhome/rrs/classes

http://www.engin.umich.edu/facility/library/

http://www.lib.umich.edu/libhome/Taubman.lib/genetics.html

http://www.lib.umich.edu/libhome/UGL/orientation

Michigan State University

http://www.lib.msu.edu/publ_ser/docs/igos/igoorg.htm

http://www.lib.msu.edu/publ_ser/jjh/grants/grants.htm

University of Minnesota

http://sciweb.lib.umn.edu/s&e/internet.htm

http://sciweb.lib.umn.edu/s&e/net-guid.htm

University of North Carolina

http://sunsite.unc.edu/reference/gary/demo.html

Northwestern University

http://www.library.nwu.edu/resources/business

http://www.library.nwu.edu/reference

University of Oregon

http://libweb.uoregon.edu/network/srcheng_features.html

http://libweb.uoregon.edu/network/glossary.html

http://libweb.uoregon.edu/network/srch_hints.html

http://libweb.uoregon.edu/network/srchweb.html

http://darkwing.uoregon.edu/~felsing/infowave/surfsup.html

http://darkwing.uoregon.edu/~jqj/pub-class/

http://darkwing.uoregon.edu/~jqj/inter-pub/

http://darkwing.uoregon.edu/~stirling/virtual/virtual.html

Pennsylvania State University

http://www.libraries.psu.edu/crsweb/_tona/index.htm

http://cac.psu.edu/~wez/

http://www.de.psu.edu/Library/Lst197A/Syll.html

University of Pittsburgh

http://www.library.pitt.edu/~refquest/LI

Purdue University

http://thorplus.lib.purdue.edu/pluto/Tutorials.index.html

http://thorplus.lib.purdue.edu/library_info/instruction/gs175/

SUNY, Buffalo

http://wings.buffalo.edu/libraries/units/law/guides_handouts/pathfinders.html

http://wings.buffalo.edu/libraries/units/ugl/class/inttut.html

SUNY, Stony Brook

http://www.sunysb/library/intro.html

http://www.sunysb/library/workti.htm

Syracuse University

http://web.syr.edu/~libweb

http://web.syr.edu/~pjmerrim

University of Texas

http://www.lib.utexas.edu/cgi-bin/calendar

http://www.lib.utexas.edu/Pubs/guides

University of Utah

http://www.lib.utah.edu/instruction/mltech.html

University of Washington

http://weber.u.washington.edu/~nzald/webclass.html

http://www.washington.edu/uwired

Wayne State University

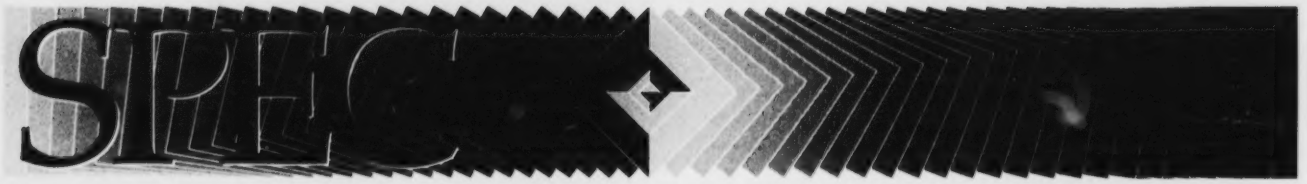
http://www.libraries.wayne.edu/law/neef.html

http://www.libraries.wayne.edu/luis.html

University of Wisconsin, Madison

http://www.library.wisc.edu/local/memorial/libraries/Steenbock/services/netext.htm

http://www.wisc.edu/Wendt/serv/libinstr/epd151/epd151.html



SYSTEMS AND PROCEDURES EXCHANGE CENTER

CLASSES AND WORKSHOPS

University of Connecticut

CONNECT... to the WORLD

Fall 1996 • Homer Babbidge Library
Electronic Workshop Series

Workshops will be held in the Library Instruction Classrooms on Levels 2 and 3.
No registration is needed. Everyone is welcome.
To request search guides or to arrange for instruction, contact:
Richard Bleiler • 486-1246 or *richard.bleiler@uconnvm.uconn.edu*

World Wide Web (General)

➤ World Wide Web & Its Browsers

Netscape and distributed hypermedia browsers will be demonstrated. Learn where to get them, what they do, and explore interesting sites.

Thursday, September 12	3:30 - 4:30 pm
Friday, October 18	10 - 11 am
Wednesday, October 30	11 am - Noon

➤ HTML

Explore the potential of Hypertext Mark-up Language as you learn to format documents. Learn where to locate HTML guides and how to build a WWW home page.

Thursday, September 5	3 - 4 pm
Tuesday, October 1	11 am - Noon
Wednesday, October 16	3 - 4 pm
Thursday, October 31	9:30 - 10:30 am
Monday, November 11	11 am - Noon

➤ HTML Tips & Tricks

Go beyond the basics of HTML 3.2.

Wednesday, September 18	11 am - Noon
Tuesday, October 8	9:30 - 10:30 am
Wednesday, October 23	3 - 4 pm

➤ World Wide Web

Netscape and distributed hypermedia browsers will be demonstrated. Learn where to get them and what they do, as well as learning the fundamentals of Hypertext Mark-up Language, where to locate HTML instruction guides and editors, and how to build a WWW home page.

The Web on the Weekend

Saturday, September 7	10 am - 1 pm

The Net at Night

Tuesday, September 10	6:30 - 8:30 pm
Tuesday, November 5	6:30 - 8:30 pm

The Net in the 'Noon

Monday, October 7	1 - 4 pm

➤ Netscape Installation and Applications

Learn how to install Netscape and configure it to display multimedia WWW files.

Friday, September 20	10 - 11 am
Friday, October 25	11 am - Noon

➤ WWW Search Engines & their Structures

Learn the differences between popular search engines and how to apply this to your advantage.

Monday, September 16	1 - 2 pm
Monday, September 30	1 - 2 pm

Electronic Reference Sources (General)

➤ Databases to Your Desktop

An introduction to databases accessible from your desktop computer.

Tuesday, September 3	3 - 4 pm
Thursday, September 12	9:30 - 10:30 am
Wednesday, October 9	4 - 5 pm

➤ HOMER UCAT, JREF & SearchBank

Learn to track down library materials in HOMER UCAT, journal articles in HOMER JREF, and full text articles in SearchBank's Expanded Academic Index. Learn to use keyword searching, positional and logical operators, nested search statements, and how to qualify searches by date, format, language, and index.

Tuesday, September 3	11 am - Noon
Tuesday, September 17	9:30 - 10:30 am
Thursday, September 26	3:30 - 4:30 pm
Tuesday, October 15	3:30 - 4:30 pm
Wednesday, October 30	4 - 5 pm

➤ LEXIS / NEXIS

Explore fulltext databases of English and foreign newspapers; business and marketing; communications; legislative and government information. Database content and search commands will be covered. *Use limited to UConn students and faculty.*

Wednesday, September 4 General	11 am - Noon
Monday, September 9 General	2 - 3 pm
Monday, September 23 Business	10 - 11 am
Thursday, October 3 General	3:30 - 4:30 pm
Wednesday, October 16 Law	11 am - Noon
Tuesday, October 29 General	9:30 - 10:30 am
Friday, November 8 General	11 am - Noon

➤ RLIN (Research Libraries Information Network)

Learn to use RLIN to access records describing books, journals, manuscript and archival materials, photography, films, maps, scores, data files, and sound recordings.

Monday, September 16	11 am - Noon
Thursday, October 3	9:30 - 10:30 am
Tuesday, October 22	9:30 - 10:30 am
Wednesday, November 6	11 am - Noon

➤ UnCover Reveal

Information overload? Learn to use this public database indexing 12,500 journals.

Thursday, September 5	9 - 10 am
Tuesday, September 10	9:30 - 10:30 am
Wednesday, September 25	3 - 4 pm
Thursday, October 10	9:30 - 10:30 am
Thursday, October 17	3:30 - 4:30 pm
Monday, October 28	11 am - Noon

➤ WorldCat & FirstSearch

WorldCat provides fast and easy access to OCLC, the world's largest bibliographic database, while FirstSearch accesses numerous indexes such as *Biography Index*, *WorldScope*, and *Arts and Humanities Citation Index*.

Friday, September 6	9:30 - 10:30 am
Wednesday, September 11	9 - 10 am
Thursday, September 26	2 - 3 pm
Thursday, October 10	3:30 - 4:30 pm
Monday, November 4	9 - 10 am

➤ Knight Ridder

Learn how to access major research databases such as, *BIOSIS*, *NTIS*, and *America History and Life*.

Thursday, October 17	2 - 3 pm
Tuesday, November 12	1:30 - 2:30 pm

BEST COPY AVAILABLE

Electronic Resources in Specific Subjects

➤ African Studies Resources via WWW
Use the WWW to access biographical, historical, and socio-cultural information about Africa and Africans.
Contact: Peter Allison, *peter.allison@uconnvm.uconn.edu*
Wednesday, October 2 — 9 - 10 am

➤ Anthropology Resources via WWW
Use the WWW to access anthropological and archaeological information.
Contact: Terry Plum, *tplum@lib.uconn.edu*
Friday, October 18 — 3 - 4 pm

➤ Architecture Resources via WWW
Use the WWW to access architectural information and find information on architects and their buildings.
Contact: Tom Iacoby, *tjacoby@lib.uconn.edu*
Friday, October 11 — 10 - 11 am

➤ Art Resources via WWW
Use the WWW to access museums, study art movements, and find information on painters and their paintings.
Contact: Tom Iacoby, *tjacoby@lib.uconn.edu*
Wednesday, September 25 — 11 am - Noon

➤ Business Resources via WWW
Use the World Wide Web to locate news about companies, employment opportunities, and municipal and economic development web sites.
Contact: David McChesney, *david.mcchesney@uconnvm.uconn.edu*
Wednesday, October 9 — 9 - 10 am
Thursday, October 31 — Noon - 1 pm

➤ Chemistry Resources via WWW
World Wide Web resources of interest to chemistry research will be covered.
Contact: Fran Libbey, *frances.libbey@uconnvm.uconn.edu*
Thursday, September 19 — 9:30 - 10:30 am
Monday, October 28 — 4 - 5 pm

➤ Education Resources via WWW
Use the WWW to find resources related to all aspects of education including the ERIC Database.
Contact: Laura Raccagni, *laura.raccagni@uconnvm.uconn.edu*
Thursday, September 19 — 3:30 - 4:30 pm
Tuesday, October 29 — 11 am - Noon

➤ Engineering Resources via WWW
Reliable engineering resources via the Internet and WWW will be covered.
Contact: Valerie Oliver, *valerie.oliver@uconnvm.uconn.edu*
Wednesday, September 11 — 3 - 4 pm

➤ English Literature Resources via WWW
World Wide Web resources of interest to students of English literature will be covered.
Contact: Richard Bleiler, *richard.bleiler@uconnvm.uconn.edu*
Friday, September 13 — 10 - 11 am

➤ European Studies Resources via WWW
Use the WWW for locating information on contemporary European Studies.
Contact: Peter Allison, *peter.allison@uconnvm.uconn.edu*
Monday, October 21 — 11 am - Noon

➤ Family Studies Resources via WWW
An introduction to the family studies resources available via the Internet and WWW.
Contact: Nancy Kline, *nkline@lib.uconn.edu*
Tuesday, October 22 — 3:30 - 4:30 pm

➤ Federal Resources via WWW
Use the WWW to locate federal resources including Supreme Court decisions, the federal budget, government reports, census data, and agency information.
Contact: Helen Lewis, *hlewis@uconnvm.uconn.edu*
Wednesday, September 18 — 9 - 10 am
Monday, October 7 — 11 am - Noon

➤ Geographic Information Systems (GIS) via WWW
GIS is an electronic database management system that captures, stores, retrieves, organizes, displays, and analyzes spatial information.
Contact: Pat McGlamery, *Libmap1@uconnvm.uconn.edu*
Wednesday, October 2 — 4 - 5 pm
Thursday, November 7 — 3:30 - 4:30 pm

➤ Health Resources via WWW
Use the WWW to locate health-related information, including journal contents and medical data.
Contact: David Garnes, *david.garnes@uconnvm.uconn.edu*
Wednesday, September 18 — 4 - 5 pm
Thursday, October 24 — 3:30 - 4:30 pm

➤ History Resources via WWW
Use the WWW for locating historical research. Contact Peter Allison, *peter.allison@uconnvm.uconn.edu*
Thursday, September 26 — 11:30 am - 12:30 pm

➤ Language Resources via WWW
Use the WWW to locate dictionaries, research sites, and international news and newspapers.
Contact: Richard Bleiler, *richard.bleiler@uconnvm.uconn.edu*
Tuesday, October 8 Spanish — 1:30 - 2:30 pm
Tuesday, October 15 French — 9:30 - 10:30 am
Thursday, October 24 German — 9:30 - 10:30 am

➤ Latin American Studies via WWW
Use the WWW to locate dictionaries, research sites, and news and newspapers relevant to Latin America.
Contact: Darlene Waller, *darlene.waller@uconnvm.uconn.edu*
Friday, September 27 — 9 - 10 am

➤ Linguistic Resources via WWW
Use the WWW to obtain information on the different disciplines and aspects of linguistics.
Contact: Richard Fyffe, *richard.fyffe@uconnvm.uconn.edu*
Tuesday, October 1 — 9:30 - 10:30 am

➤ Music Resources via WWW
Use the WWW to find scores, musical archives, and biographical information on composers.
Contact: Dorothy Bognar, *dorothy.bognar@uconnvm.uconn.edu*
Wednesday, October 23 — 10 - 11 am

➤ Pharmacy Resources via WWW
Use the WWW to locate information on drugs and government and corporate information.
Contact: Sharon Giovenale, *sharon.giovenale@uconnvm.uconn.edu*
Friday, October 4 — 10 - 11 am

➤ Philosophy Resources via WWW
Use the WWW to locate philosophical texts and information on philosophers and their teachings.
Contact: Richard Fyffe, *richard.fyffe@uconnvm.uconn.edu*
Friday, November 1 — 11 am - Noon

➤ Psychology Resources via WWW
Use the WWW to locate resources pertaining to psychology.
Contact: Nancy Kline, *nkline@lib.uconn.edu*
Monday, September 30 — 11 am - Noon
Thursday, October 17 — 9:30 - 10:30 am

➤ Women's Studies Resources via WWW
World Wide Web resources of interest to Women's Studies will be covered.
Contact: Helen Lewis, *hlewis@uconnvm.uconn.edu*
Thursday, October 31 — 3:30 - 4:30 pm

BEST COPY AVAILABLE

Create Your Own Home Page on the World Wide Web!

Richter Library offers HTML workshops for Faculty & Graduate Students:

- *Create your own home page -- publish on the World Wide Web*
- *Learn the basics of HTML (HyperText Markup Language)*
- *Add graphics, backgrounds, hypertext links*
- *Hands-on workshop*
- *Two parts: HTML I in Ungar Microlab; Part II in Richter Library's Microlab*

Schedule of Classes
HTML, Part I:

Monday, April 1	3:30--5:00
Friday, April 5	1:00--12:30 or 3:30--5:00
Friday, April 12	1:30--3:00 or 3:30--5:00
Monday, April 29	11:00--12:30 or 3:30—5:00
Friday, May 3	1:30--3:00 or 3:30—5:00

- *The above classes are held in Ungar 311.*
- *Sign up by calling Moira Smith at 284-3965; or send email to mlsmith@umiami.ir.miami.edu*
- *Prerequisite: you must be familiar with Netscape or an equivalent.*

Schedule of Classes
HTML, Part II:

Wednesday, April 10	10:00--12:00 or 3:00--5:00
Wednesday, April 17	10:00--12:00 or 3:00—5:00
Wednesday, May 1	10:00--12:00 or 3:00—5:00
Wednesday, May 6	10:00--12:00 or 3:00—5:00

- *Above classes in Library's COMPASS computer lab.*
- *They will cover scanning of graphics and more advanced HTML.*
- *Attendance at HTML Part I (or equivalent) is required*
- *Make an appointment for one of these slots by calling the COMPASS lab (284-4838)*

University of Michigan

NEW FOR WINTER GRADUATE LIBRARY INTERNET CLASSES

• INTRODUCTION TO THE WORLD WIDE WEB •
• SEARCH STRATEGIES FOR INFORMATION ON THE WEB •
• SUBJECT BASED RESOURCES IN YOUR FIELD OF STUDY •

Subject	Date	Time	Loc.	OR	Date	Time	Loc.
Anthropology	Mar 13	1-3	DIAD		Apr 3	3-5	DIAD
Classical & Medieval Studies	Mar 12	10-12	SEB		—	—	—
Economics	Feb 9	2-4	SEB		Mar 14	3-5	Angell B
Education	Feb 5	10-12	SEB		Mar 26	10-12	SEB
Evening Class (general)	Feb 6	7-9 pm	Angell A		Feb 28	7-9 pm	Angell B
Geographic Resources (Introductory)	Feb 1	1-3	DIAD		—	—	—
GIS (Geographic Info. Sys.) (Advanced)	Mar 25	1-3	DIAD		—	—	—
History (United States)	Jan 25	1-3	DIAD		Feb 20	2-4	SEB
International Studies	Jan 26	3-5	Angell C		Feb 23	10-12	Angell A
Library Studies	Jan 24	11-1	DIAD		—	—	—
Literature — English Language	Jan 23	10-12	SEB		Feb 8	3-5	Angell A
— Romance Language	Feb 22	1-3	DIAD		Mar 21	2-4	DIAD
Multicultural Studies — African American	Feb 12	10-12	Angell B		—	—	—
— Asian, Latino, & Native American	Feb 14	10-12	DIAD		—	—	—
— Gay/Lesbian	Feb 16	3-5	Angell C		—	—	—
— Women	Feb 19	10-12	Angell B		—	—	—
Newspapers & News Resources	Mar 11	12-2	Angell B		Mar 27	2-4	DIAD
Online Texts in the Humanities	Feb 29	1-3	DIAD		Mar 20	1-3	DIAD
Philosophy	Feb 27	1-3	SEB		—	—	—
Poli. Sci. & Documents — International	Jan 30	1-3	SEB		—	—	—
— United States	Mar 19	10-12	SEB		—	—	—
Psychology	Feb 21	1-3	DIAD		Mar 28	10-12	DIAD
Religious Studies	Feb 13	1-3	Angell B		—	—	—
Social Science Data Resources (Advanced)	Feb 28	10-12	DIAD		Mar 22	10-12	DIAD
Social Work	Jan 18	12-2	Frieze		Feb 14	12-2	Frieze
Sociology & Demography	Feb 2	3-5	Angell C		Mar 18	10-12	Angell B
Western European Studies — British	Feb 15	1-3	DIAD		—	—	—
— Germanic	Feb 26	10-12	Angell B		—	—	—
— Romance	Jan 31	10-12	DIAD		—	—	—

For more information or to register, email **heminger@umich.edu** or call Graduate Library Reference at **763-1539**. Class size is limited, so register early. First availability is for faculty, graduate students, and upper level undergraduates.

Locations:
Angell = Angell Hall ITD Computing Center, classroom A, B, or C
DIAD = DIAD Lab on fourth floor, east side, of Shapiro (UGL) Library
Frieze = ITD Lab in Frieze Building
SEB = Public Site Classroom on third floor of School of Education Building

University of Michigan University Library 1996

Class URL: http://www.lib.umich.edu/libhome/rrs/classes/

• European Union • IPL • American Memory (Library of Congress) • Patrologia Latina • ARTFL • English Poetry AD 600-1900 • Hume Archives • CIA World Factbook • International Kierkegaard Information Base • American Studies Web • Clearinghouse of Subject Oriented Resource Guides • Voice of the Shuttle • Sacred Writings •

GRADUATE LIBRARY INTERNET CLASSES

• INTRODUCTION TO THE WORLD WIDE WEB •
• SEARCH STRATEGIES FOR INFORMATION ON THE WEB •
• SUBJECT BASED RESOURCES IN YOUR FIELD OF STUDY •

Subject	First Date	Time	Location	OR	Second Date	Time	Location
History (U.S.)	Sept. 20	1-3	Angell C		Oct. 5	1-3	Angell B
Social Work	Sept. 22	1-3	Frieze		Oct 3	10-12	Frieze
Education	Sept. 25	10-12	SEB		Oct. 17	1-3	SEB
Economics	Sept. 26	1-3	SEB		Oct. 20	9-11	SEB
Philosophy & Religion	Oct. 4	1-3	DIAD		Nov. 7	3-5	DIAD
English Language Literature	Oct 10	1-3	Angell B		Oct. 30	2-4	Angell B
Social Psychology	Oct. 11	1-3	Angell C		Nov. 16	2-4	Angell A
Political Science & Documents	Oct. 12	1-3	Angell B		Nov. 14	10-12	Angell B
GIS & Cartographic Resources	Oct 18	10-12	DIAD		Nov. 3	10-12	DIAD
Library Studies	Oct. 19	10-12	DIAD		Nov. 17	10-12	DIAD
Women's Studies	Oct. 23	1-3	DIAD		Nov. 8	1-3	DIAD
Multicultural Studies	Oct. 24	9-11	SEB		Nov. 6	9-11	SEB
International Studies	Oct. 26	2-4	Angell A		Nov. 29	1-3	Angell C
Sociology & Demographics	Nov. 1	10-12	SEB		Nov. 10	10-12	SEB
Western European Studies	Nov. 9	3-5	DIAD		Dec. 6	10-12	DIAD
Humanities Text Initiative	Nov. 13	1-3	DIAD		Nov. 30	10-12	DIAD
Newspapers & News Resources	Nov. 15	1-3	Angell C		Dec. 7	2-4	Angell A
Social Science Data Resources	Nov. 20	10-12	DIAD		Dec. 4	1-3	DIAD

Two class times are available for each subject. For more information or to register, call Graduate Library Reference at **763-1539** or e-mail **javery@umich.edu**. Class size is limited, so register early. First availability is for faculty, graduate students, and upper level undergraduates.

Locations:

Angell = Angell Hall ITD classroom A, B, or C
Frieze = ITD Lab in Frieze Building
DIAD = DIAD Lab on fourth floor, east side, of Shapiro (UGL) Library
SEB = Public Site Classroom on third floor of School of Education Building

northwestern university library

Business Information on the Internet

What's New: Workshops for Spring Quarter

Lexis/Nexis

Learn the ins and outs of finding business and news information in the Lexis/Nexis system. Because of the complexity of Lexis/Nexis, which contains full text articles from thousands of publications, taking this class could save you time and frustration.

Classes at Leverone Training Room.
To register, call Ursula Cooper at (312)251-4235 (e-mail: cooperu@metamor.com).

- Monday, March 25, 1-2:40 p.m.
- Thursday, April 4, 5-6 p.m.
- Wednesday, April 10, 1-2 p.m.
- Tuesday, April 16, 5-6 p.m.
- Thursday, May 2, 11-noon
- Tuesday, May 14, 11- noon

Classes at Reference Classroom, Main Library.
To register, call the Reference Desk at 491-7656 (e-mail: refdept@nwu.edu).

- Thursday, March 28, 10:30 a.m.-noon
- Monday, April 1, 10:30 a.m.-noon
- Wednesday, April 3, 6:30-8 p.m.
- Tuesday, April 9, 3-4:30 p.m.
- Monday, April 15, 6:30-8 p.m.
- Thursday, April 18, 3-4:30 p.m.
- Tuesday, April 23, 3-4:30 p.m.
- Monday, April 29, 10:30 a.m.-noon
- Tuesday, May 7, 6:30-8 p.m.
- Thursday, May 9, 10:30 a.m.-noon
- Wednesday, May 15, 3-4:30 p.m.
- Monday, May 20, 10:30 a.m.-noon
- Monday, May 23, 3-4:30 p.m.

Key Business Databases: ABI/Inform

Learn the basics of ABI/Inform, a key database for finding journal articles on a wide range of management topics. More than half of the database is full text. Also learn how to get into this database from home or office over the Internet.

Classes at Leverone Training Room.
To register, call Ursula Cooper at (312)251-4235 (e-mail: cooperu@metamor.com).

- Tuesday, April 2, 11-11:30 a.m.
- Thursday, April 18, 1-1:30 p.m.
- Tuesday, April 30, 1-1:30 p.m.
- Thursday, May 16, 11-11:30 a.m.
- Tuesday, May 28, 11-11:30 a.m.

Key Business Databases: Disclosure Financial

Learn the basics of Compact Disclosure and Worldscope. Compact Disclosure provides financials from major U.S. companies, while Worldscope provides financials from companies outside the United States.

Classes at Leverone Training Room.
To register, call Ursula Cooper at (312)251-4235 (e-mail: cooperu@metamor.com).

- Thursday, April 11, 1-1:30 p.m.
- Tuesday, April 23, 11-11:30 a.m.
- Thursday, May 9, 11-11:30 a.m.
- Tuesday, May 21, 1-1:30 p.m.
- Thursday, June 6, 1-1:30 p.m.

Company Information for Job Searching

Learn about sources for gathering information on companies. The workshop will focus on strategies to find company information for job hunting, but it will be useful to anyone interested in researching companies.

Classes at Reference Classroom, Main Library.
To register, call the Reference Desk at 491-7656 (e-mail: refdept@nwu.edu).

- Wednesday, April 3, 2-3:30 p.m.
- Thursday, May 2, 2-3:30 p.m.

Northwestern University Library
Reference Department
1935 Sheridan Road
Evanston, IL 60208
✉ k-jacobsen@nwu.edu or
victoria-stettner@nwu.edu
☎ (708) 491-7656

Business Information on the Internet

Last Revised: May 1996
Expiration: indefinite

<URL:http://www.library.nwu.edu/resources/business/newclasses.html>

INTERNET CLASSES: FALL 1996

The UO Library is offering both general and subject-specific workshops on a variety of Internet topics, and also on the Lexis/Nexis database. They are available free of charge to UO faculty, staff, and students. Unless otherwise noted, classes will be in the Knight Library's Electronic Classroom **(Room 144)**, and will last **90 minutes**. Classes marked **ITC** will be held in the Knight Library's Information Technology Center, located on the second floor of the Knight Library. Most classes include some hands-on experience.

Seating is limited. Participation in each class will be on a first come, first served basis. No advance registration is required. (For more information, browse http://libweb.uoregon.edu/instruct/internet.html or call 346-3047).

Requests for accommodation related to disability need to be made to 346-1897 one week in advance of the workshop.

INTRODUCTION TO THE INTERNET This class is intended for people who have had limited or no experience using the Internet and want to broaden their understanding of several Internet services. The goal of the workshop is to provide a general overview of the Internet and its functions.

Thur	Oct 3	11:00-12:30 pm	Henizkill, Lenn
Thur	Oct 10	1:00-2:30 pm	Heinzkill, Lenn
Thur	Oct 17	1:00-2:30 pm	Heinzkill, Lenn
Mon	Oct 28	1:00-2:30 pm	Robare, Slight-Gibney
Mon	Nov 4	3:00-4:30 pm	Robare, Slight-Gibney

WORLD WIDE WEB FOR THE COMPUTER NOVICE This class is intended for those who have little or no computer experience. It will cover fundamental concepts of the World Wide Web, demonstrate the Netscape browser, and show how to do subject searching on the Web.

Thur	Oct 3	1:00-2:30 pm	Hawk, Robare
Mon	Oct 7	1:00-2:30 pm	Frantz, Hawk

INTRODUCTION TO THE WORLD WIDE WEB This workshop is for those who have heard about the World Wide Web but haven't had a chance to search it. It will cover fundamental concepts of the Web, demonstrate the Netscape browser, and show how to do subject searching on the Web.

Wed	Oct 2	4:00-5:30 pm	Crumb, Lincicum
Wed	Oct 9	12:30-2:00 pm	Crumb, Lincicum
Tues	Oct 15	11:00-12:30 pm	Crumb, Paynter
Mon	Oct 21	4:00-5:30 pm	Frantz, Stave
Tues	Oct 22	1:00-2:30 pm	Robare, Slight-Gibney
Wed	Oct 23	12:30-2:00 pm	Bell, Panchenko
Thur	Oct 31	2:00-3:30 pm	Chadwell, Thomas
Thur	Nov 7	12:30-2:00 pm	Bell, Panchenko

BEYOND JUST SURFING: HOW TO FIND WHAT YOU REALLY WANT ON THE NET

Finding specific information on the Internet can be difficult and time-consuming. This class will save you time and energy by focusing on how to make effective use of the different Internet indexes (search engines). At the end of this course, you should be able to find almost anything out there on the Net. Participants should have some basic knowledge of the World Wide Web.

Mon	Oct 14	1:00-2:30 pm	Cawthorne, Paynter
Thur	Oct 17	11:00-12:30 pm	Cawthorne, Jenkins
Mon	Oct 21	2:00-3:30 pm	Cawthorne, Jenkins
Tues	Oct 29	1:00-2:30 pm	Jenkins, Paynter

USENET DISCUSSION GROUPS From Angst to Zappa, and ten thousand subjects in between! Provides an introduction to reading and participating in Usenet's ten thousand plus subject-oriented discussion groups. Demonstration and hands-on time with Netscape and Mac-specific or Windows-specific newsreaders.

KNIGHT LIBRARY ROOM 144 (for PC users)

Wed	Oct 30	3:00-4:30 pm	Klassen

ITC CLASSROOM (for MAC users)

Tues	Oct 29	3:00-4:30 pm	Klassen

INTRODUCTION TO WEB PUBLISHING A brief introduction to writing and publishing on the World Wide Web. Topics include the architecture of the World Wide Web, introduction to the hypertext language (HTML) used in most Web documents, and a consideration of what materials one might publish. Participants should be familiar with a graphical web browser and have an account on Darkwing or Gladstone. No previous web publishing experience is necessary. This class will last approximately 2 hours.

KNIGHT LIBRARY ROOM 144 (for PC users)

Wed	Oct 16	12:30-2:30 pm	Smith, T. Smith
Mon	Oct 28	3:00-5:00 pm	Smith, T. Smith
Tues	Nov 5	4:00-6:00 pm	Smith, T. Smith

ITC CLASSROOM (for MAC users)

Tue	Oct 8	4:00-6:00 pm	Frantz, Holman
Fri	Oct 18	2:00-4:00 pm	Holman, Johnson
Wed	Nov 13	2:00-4:00 pm	Holman, Johnson

INTERMEDIATE WEB PUBLISHING Six selected topics in web publishing. Workshops discuss tools and techniques for publishing on the World Wide Web. All assume some previous experience with HTML authoring.

HTML REVISITED Discusses HTML style and various HTML features such as tables.

KNIGHT LIBRARY ROOM 144 (for PC users)

Wed	Oct 23	9:00-10:30 am	Johnson

ITC CLASSROOM (for MAC users)

Thur	Oct 24	1:00-2:30 pm	Johnson

DEBUGGING AND PUBLISHING NON-HTML DOCUMENTS Discusses publishing of non-HTML documents on the web, site management, and tools for debugging web pages.

KNIGHT LIBRARY ROOM 144 (for PC users)

Wed	Oct 30	9:00-10:30 am	Johnson

ITC CLASSROOM (for MAC users)

Thur	Oct 31	1:00-2:30 pm	Johnson

IMAGES ON WEB PAGES Techniques for including graphics and imagemaps in HTML documents, including platform-specific tools for image manipulation.

KNIGHT LIBRARY ROOM 144 (for PC users)

Wed	Nov 6	9:00-10:30 am	Johnson

ITC CLASSROOM (for MAC users)

Thur	Nov 7	1:00-2:30 pm	Johnson

HTML EDITORS AND CONVERTERS Demonstrates a selection of tools for producing HTML documents, and for converting from other document formats (e.g., Microsoft Word).

KNIGHT LIBRARY ROOM 144 (for PC users)

Wed	Nov 13	9:00-10:30 am	Brownmiller

ITC CLASSROOM (for MAC users)

Thur	Nov 14	1:00-2:30 pm	Klassen

ANIMATION Including animation on web pages, using animation formats such as "Animated GIF," Macromedia Director, Quicktime, and Java.

KNIGHT LIBRARY ROOM 144 (for PC users)

Wed	Nov 20	9:00-10:30 am	Johnson

ITC CLASSROOM (for MAC users)

Thur	Nov 21	1:00-2:30 pm	Johnson, Klassen

FORMS AND CGI SCRIPTS Using scripts that generate web pages dynamically, including HTML forms and scripts to process them, access counters, etc. Prerequisites: Account on Darkwing or Gladstone; some knowledge of computer programming desirable.

KNIGHT LIBRARY ROOM 144 (for PC users)

Wed	Dec 4	9:00-10:30 am	Johnson

ITC CLASSROOM (for MAC users)

Thur	Dec 5	1:00-2:30 pm	Johnson

INTRODUCTION TO SCANNING: CREATING AND MOVING DIGITIZED IMAGES How to scan photographs and other images, save them into popular formats, transfer them between computers, and incorporate them into documents. Participants should have some knowledge of the World Wide Web and File Transfer Protocol (FTP).

ITC CLASSROOM

Thur	Nov 14	3:00-4:30	Gomez, Starr
Wed	Nov 20	3:00-4:30	Gomez, Starr

LEXIS/NEXIS Introduction to an online service available in the Knight Library to students and faculty for class-related research. Includes description of types of full-text documents available (e.g., newspapers, wire services, corporate financial data, business and legal periodicals) and practice in searching techniques. This service is not available by remote access. For further information, call Alexey Panchenko (346-1960).

Tues	Oct 8	4:00-5.30 pm	Paynter
Fri	Oct 18	11:00-12.30 pm	Frantz
Mon	Oct 28	10:00-11.30 am	Panchenko
Thur	Oct 31	4:00-5.30 pm	Panchenko
Mon	Nov 11	7:00-8.30 pm	Panchenko

SUBJECT RESOURCES ON THE WORLD WIDE WEB

ART AND ARCHITECTURE INFORMATION Will focus on access via the Web to information on art history, museums and arts management, the fine arts, architecture, landscape architecture, and historic preservation.

Tues	Nov 12	4:00-5:30 pm	Esau, Pike
Thur	Nov 14	5:00-6:30 pm	Esau, Pike

CHAOS OR ORDER? USING BIBLIOGRAPHIC MANAGEMENT SOFTWARE Tired of the slips of paper you have everywhere with citations to books,journal articles, etc.? Bibliographic software can help you to organize and retrieve the information you need. The Overview workshop will discuss bibliographic software in general and things to consider when deciding which program to purchase. The workshops on Endnote and Procite will demonstrate the basics of each of these programs and how citations can be imported from Janus and selected databases.

OVERVIEW

Wed	Nov 6	12 noon - 1:30 pm	Brownmiller, Lenn

ENDNOTE

Wed	Nov 13	12 noon - 1:30 pm	Brownmiller, Lenn

PROCITE

Wed	Nov 20	12 noon - 1:30 pm	Brownmiller, Lenn

CONSUMER INFORMATION ON THE WEB For those having some general familiarity with the World Wide Web, this is a chance to explore specific sources dealing with consumer products and services. Whether you are buying a house or a pizza, you will find some relevant information on thr Web.

Mon	Nov 4	5:00-6:30 pm	Panchenko
Tues	Nov 19	5:00-6:30 pm	Panchenko

ELECTRONIC JOURNALS: NO GARAGE OR RECYCLING NECESSARY Ever worry those old National Geographic issues that you and your neighbors have finished reading are filling up some precious landfill space? Well, worry no more...To replace or augment access to journals and magazines formerly available just in paper, more and more libraries and individuals are subscribing to electronic journals based on the WWW. Join us to explore this other option for saving landfill space and for increasing your access to important journals. Discover what titles are available even if National Geographic isn't. Also answer questions like: How do I locate these titles and subscribe to them? What are the demands peculiar to this new format and any special features--like needing a password or searching the article contents?

Wed	Oct 30	12 noon - 1:30 pm	Brownmiller, Chadwell
Thur	Oct 31	12 noon - 1:30 pm	Brownmiller, Chadwell

FINDING A JOB ON THE INTERNET This class is presented by staff from the UO Career Center. Explore full-time jobs, part-time jobs and internships on the Internet. Discover how to research companies, locate potential employers and send your resume electronically. (Contact the Career Center at 346-3235 to sign-up for this workshop).

Tues	Oct 15	3:00-5:00 pm	Songer
Fri	Nov 1	2:00-4:00 pm	Songer
Thur	Nov 21	3:00-5:00 pm	Songer

NEWSPAPERS AND NEWS SERVICES ON THE WORLD WIDE WEB How to find and use American and international news sources (e.g., New York Times, Times of London, Time magazine, CNN, ESPN). Previous experience in searching the Web is suggested.

Thur	Nov 7	3:00-4:30 pm	Frantz

WORLD NEWS CONNECTION (FBIS ONLINE) The Foreign Broadcast Information Service (FBIS) of the U.S. government has for years been a major source of information for scholars and students seeking translations of foreign news media reports. As of September 1996, the FBIS Daily Reports in paper and microfiche have been discontinued and replaced by the World News Connection, an online database accessible through the Internet. This workshop will teach participants how to access and utilize this new resource using the Library's subscription.

Thur	Oct 31	10:00-11:30 am	T. Smith, Stave

h:\fall96 lc

PENNSTATE

(814) 865-0401

Public Information and Relations
University Libraries

E404 Pattee Library
The Pennsylvania State University
University Park, PA 16802

FOR IMMEDIATE RELEASE

January 4, 1996

LEARN MORE ABOUT THE UNIVERSITY LIBRARIES' ELECTRONIC RESOURCES AND HOW TO MAXIMIZE YOUR SEARCHING POWER IN LIAS

University Park--The University Libraries is offering the following series of seminars during the spring semester to help library users learn more about the growing number of databases accessible through the Library Information Access System (LIAS) and on CD-ROM. LIAS searching techniques that enable users to maximize their searching power will also be presented.

In an effort to accommodate as many participants as possible, some sessions are offered more than once. To register or learn more about the seminars, send an e-mail to **signup@psulias.psu.edu**. If you have any additional questions, contact Doris Herr at (814) 863-0325. Seating is limited so register early! Information on the seminars can also be found by typing HELP WORKSHOP when using LIAS.

Penn State Libraries Catalog in LIAS
This seminar offers an overview of the Penn State Libraries catalog, "The Cat," in LIAS and hands-on practice in applying LIAS searching techniques. An overview of LIAS as a gateway to other information resources is presented.
January 10, 26--10:00 a.m. - noon
January 16, 31--11:00 a.m. - 1:00 p.m.
January 18, February 5--5:00 - 7:00 p.m.
January 22; February 9, 26; April 8--1:00 - 3:00 p.m.
February 1--9:00 - 11:00 a.m.
February 15; March 13, 21--3:00 - 5:00 p.m.
All sessions take place in Tower Room 402, Central Pattee Library

Accessing LIAS From Your Home or Office via a Modem
This is a general introduction to accessing LIAS remotely using a modem (dial-access). It covers appropriate terminal emulation types, communication parameters, the importance of communications software, troubleshooting hints, and support services available on campus. LIAS services and databases that are available to remote users will also be presented.
March 28--3:00 - 5:00 p.m.
Tower Room 401, Central Pattee Library

Agricola
This seminar provides hands-on practice in accessing and searching the Agricola electronic database. Participants will learn the scope of the Agricola database and how to use it effectively and efficiently.
February 21--1:00 - 3:00 p.m.
Tower Room 402, Central Pattee Library

Art on the World Wide Web
This seminar provides hands-on practice in exploring the World Wide Web. A variety of museums and projects will be visited to view art images. Participants will learn how to visit known Web sites, discover new Web sites, and view images through the Web.
February 27--9:00 - 11:00 a.m.
Tower Room 402, Central Pattee Library

Arts and Architecture
This seminar provides hands-on practice in accessing and searching electronic resources available for research on topics in the arts and architecture. Participants will learn to use databases for research in arts and architecture and maximize their searching power through enhanced LIAS capabilities.
February 12--10:00 a.m. - noon
Tower Room 402, Central Pattee Library

Beilstein CrossFire
This seminar teaches techniques for searching Beilstein CrossFire, the electronic version of the *Beilstein Handbook of Organic Chemistry*. Participants will learn how to conduct structure searches of organic molecules and fact searches of organic compound properties.
February 13--9:00 - 10:00 a.m.
March 15--11:00 a.m. - noon
April 16--1:00 - 2:00 p.m.
Reference Lecture Room, East Pattee Library

Business
This seminar covers three primary electronic resources: Dow Jones News/Retrieval Service, ABI/INFORM, and Disclosure. Participants will learn to summarize these specific business sources—their organization, content, and potential usage.
January 17--8:00 - 10:00 a.m.
February 1--6:00 - 8:00 p.m.
Reference Lecture Room, East Pattee Library

Census Data
This seminar teaches techniques for accessing a variety of sources of census data, including CD-ROM and Internet sources, and using these data with maximum effectiveness. Options for downloading data for research purposes will also be covered.
March 28--3:00 - 5:00 p.m.
Room 6, Central Pattee Library

Chemical Abstracts
Participants can learn techniques for searching CASearch, the online database equivalent of *Chemical Abstracts*, for chemical literature. Participants will learn how to use online searching commands, organize concepts of a topic for more efficient use of online time, and register for the Do-It-Yourself Searching program.
January 30; March 18--8:30 - 10:00 a.m.
April 2--1:30 - 3:00 p.m.
Reference Lecture Room, East Pattee Library

Citation Indexes
Participants can learn techniques for searching Science Citation Index, Social Sciences Citation Index, and Arts and Humanities Citation Index. Participants will learn how to use basic searching commands and organize concepts of a topic for more efficient use of search time.
February 6--8:30 - 10:00 a.m.
March 11--10:30 a.m. - noon
April 9--1:30 - 3:00 p.m.
Reference Lecture Room, East Pattee Library

Data Management: Library Master
This seminar will provide basic instruction in using Library Master software for IBM PCs and compatibles to create bibliographic databases. Participants will learn how to create a database, add data, edit records, search the database, and generate a report.
March 19--1:00 - 3:00 p.m.
Tower Room 401, Central Pattee Library

Earth Sciences
This seminar examines local and remote databases available for the earth sciences. Sources relating to geoscience, geography, meteorology, oceanography, and ecology will be covered.
February 8--8:30 - 10:30 a.m.
Tower Room 402, Central Pattee Library

Education
This hands-on seminar features an overview of databases available for research in education. Participants will learn to explore and use databases available through LIAS, including ERIC, PsycINFO, Table of Contents, Teachers Pages, RLIN, the Libraries' Gopher, and the World Wide Web.
January 22, March 14--10:00 a.m. - noon
February 5--1:00 - 3:00 p.m.
Tower Room 402, Central Pattee Library

Electronic Text in the Humanities
It is now possible in the humanities to use computer technology to search large bodies of primary source material for combinations of words or phrases. Strategies discussed in the seminar will include mapping ides for multiple authors over time. Participants will receive an overview of textual databases available on the Internet and on CD-ROM and an introduction to the Electronic Text Center in Pattee Library.
January 12--10:00 a.m. - noon
Tower Room 402, Central Pattee Library

Engineering
This seminar features practice in accessing and searching databases and resources available for research in engineering. Participants will learn how to search the Penn State Libraries catalog, "The Cat," effectively and to select and search EIP and other appropriate databases.
January 9--3:00 - 5:00 p.m.
April 2--6:00 - 8:00 p.m.
Tower Room 402, Central Pattee Library

Government Policy Sources on the Internet
This seminar is an introduction to electronic resources from the federal government related to the policy-making activities of Congress and the Executive Branch. Included are resources for bill tracking, locating federal regulations, locating statistical information, as well as Gopher and World Wide Web resources.
March 1--8:30 - 10:00 a.m.
Tower Room 402, Central Pattee Library

History
This seminar offers hand-on practice in applying LIAS searching techniques relevant to historical research. It includes a detailed discussion of the major abstracting and indexing service for American history—America: History and Life—on CD-ROM. Participants will learn how to use electronic bibliographic resources that are useful for historians and select resources available through the Internet.
January 31--3:00 - 5:00 p.m.
Tower Room 402, Central Pattee Library

Identifying Existing Software
This seminar is for those individuals interested in using instructional software, but who don't have the time to develop their own programs. Participants will learn how various databases and Internet resources can be used to identify existing software, courseware, and multimedia.
March 28--10:00 a.m. - noon
Tower Room 402, Central Pattee Library

INSPEC
Participants can learn techniques for searching INSPEC, which is available through the Libraries' CD-ROM Local Area Network. INSPEC is the online equivalent of *Physics Abstracts, Computer and Control Abstracts,* and *Electrical and Electronics Abstracts.* Major strengths of the database include physics, astronomy, computer science, and electrical engineering. Participants will learn how to use basic searching techniques, organize concepts of a topic for more efficient use of online time, and access the CD-ROM Local Area Network.
February 7--1:30 - 3:00 p.m.
Reference Lecture Room, East Pattee Library

Interlibrary Loan
This seminar features practice in searching electronic resources for items not owned by Penn State. Participants will learn basic search skills, how to request items electronically, and how the Interlibrary Loan process works.
February 16--11:00 a.m. - 1:00 p.m.
Tower Room 402, Central Pattee Library

International Sources on the Internet
This seminar is a general introduction to Internet resources from the growing number of international intergovernmental organizations using the Internet to distribute information. Included are the United Nations, European Union, NATO, and the World Bank. Gopher and World Wide Web materials will be explored.
March 18--6:00 - 8:00 p.m.
Tower Room 402, Central Pattee Library

Law/LEXIS
This seminar provides hands-on practice in accessing and searching the legal resources accessible through the LEXIS databases, available in the Documents section of Pattee Library. Participants will learn how to access court case opinions, statutes, regulations, and secondary legal resources at federal and state levels. (Note: LEXIS/NEXIS is available only for Penn State faculty, staff, and students engaged in course-related research. Participants must present a valid Penn State ID at the workshop.)
February 20--3:00 - 5:00 p.m.
March 13--10:00 a.m. - noon
Tower Room 402, Central Pattee Library

Literary and Historical Manuscripts
This seminar offers hands-on practice in searching for descriptions of literary manuscripts and historical manuscript collections in LIAS, OCLC, RLIN, the Gopher, and the World Wide Web. Participants will learn to use searching techniques in several databases and use electronic bibliographic resources to identify and locate manuscript collections.
January 30--10:00 a.m. - noon
Tower Room 402, Central Pattee Library

Literature
This seminar features hands-on practice in accessing and searching databases and resources available for research in English, comparative literature, film, and theatre. Participants will learn how to search the electronic versions of the *Modern Language Association Bibliography* and the *Oxford English Dictionary*, selected databases in LIAS, and important Internet resources.
February 7--7:00 - 9:00 p.m.
Tower Room 402, Central Pattee Library

Literature Resources on the Internet
In this seminar, participants will receive an overview of literary resources on the Internet. Subjects covered will include online critical editions, large textual databases, and electronic archives. Participants will also learn how the Internet may be searched.
March 21--10:00 a.m. - noon
Tower Room 402, Central Pattee Library

Medianet
This seminar features hands-on practice in accessing and searching the Medianet database for films and videos managed by Audio-Visual Services. Participants will learn how to search by title, subject, or keyword; interpret abbreviations used in the database; and check availability of media titles.
January 19; February 22--3:00 - 4:00 p.m.
Tower Room 402, Central Pattee Library

MEDLINE
This hands-on seminar provides the fundamentals of searching the MEDLINE database through LIAS. MEDLINE indexes over 3,600 journals in the fields of health, biomedicine, clinical medicine, nursing, veterinary science, and dentistry. Participants will learn how to find journal articles in biomedicine and related subject areas (e.g., nutrition, nursing, biology), and construct and implement a successful search strategy.
February 13--10:00 a.m. - noon
Tower Room 402, Central Pattee Library

Multicultural and Diversity Resources
This hands-on seminar teaches the basics in using LIAS online services to locate multicultural and diversity-related resources at Penn State and other research libraries.
February 6--5:30 - 7:30 p.m.
Tower Room 402, Central Pattee Library

Music
This seminar features hands-on practice in accessing and searching electronic resources in music. Participants will learn how to search effectively for music and information about music in the Penn State Libraries catalog, "The Cat," and increase their awareness of other online resources in music that are available via LIAS, the Internet, and on CD-ROM.
March 15--1:00 - 3:00 p.m.
April 5--10:00 a.m. - noon
Tower Room 402, Central Pattee Library

NEXIS
This hands-on seminar teaches the basics in using the NEXIS databases available online in the General Reference and Documents sections of Pattee Library. Participants will learn how to effectively negotiate the NEXIS library and file structure and search a full-text database. (Note: LEXIS/NEXIS is available only for Penn State faculty, staff, and students engaged in course-related research. Participants must present a valid Penn State ID at the workshop.)
February 9, 26--10:00 a.m. - noon
Tower Room 402, Central Pattee Library

Psychology
This hands-on seminar provides the fundamentals of searching the PsycINFO database through LIAS. Participants will also learn of other databases accessible through LIAS for research in psychology.
February 21--10:00 - 11:30 a.m.
Tower Room 402, Central Pattee Library

Women's Studies
This seminar features hands-on practice in accessing and searching databases available for research in women's studies. Participants will learn how to identify and use databases for women's studies and cruise the Internet for women's studies resources.
February 22--5:00 - 7:00 p.m.
Tower Room 402, Central Pattee Library

ptp

Contact: Katie Clark
865-5093

UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S.C. 29208

THOMAS COOPER LIBRARY
Reference Department

Phone (803) 777-4866
Fax (803) 777-4661

January 11, 1995

Dear Network Coordinator:

Are colleagues in your department asking you about gopher, Mosaic and Netscape? If so, we'd like you to know that the librarians at Thomas Cooper are offering training on the information resources for USC faculty and staff. As a network coordinator, we hope that you will help us notify your department regarding the upcoming Internet instruction.

Providing the opportunity to learn about and utilize the resources so readily available is the primary focus of these sessions. And, while these sessions will be general in regard to searching and access, our goal is to provide the USC community with a good foundation for their introduction to information resources available on the network.

Sessions will last approximately one and one-half hours, and will feature strategies for searching USC's gopher and the World Wide Web (Mosaic). To insure learners have a good training experience, there is a cap on the maximum number of participants allowed at any one session. We may also cancel a session if a minimum registration level is not met. In either case, it is important for people to reserve a place beforehand.

Enclosed are copies of a flier describing the training sessions, including information on how to reserve a space. I would appreciate if you would both post these fliers in central locations so they are easily visible to staff and distribute the information to your department however you see best.

Workshops can also be arranged just for your department. These sessions can be tailored to specific subject areas. If you have any questions or comments regarding the regularly scheduled training or to discuss a subject-specific session, please contact me by phone at 777-4267 or E-mail at marilee@tcl.scarolina.edu.

Thank you for your assistance.

Sincerely,

Marilee Birchfield

Marilee Birchfield

The University of South Carolina: USC Aiken, USC Salkehatchie, Allendale, USC Beaufort, USC Columbia, Coastal Carolina College, Conway, USC Lancaster, USC Spartanburg, USC Sumter, USC Union, and the Military Campus

What can the Internet do for me?

- Explore campus events and resources
- Investigate information on grants and conferences
- Discover a discussion forum in your area of interest
- Read The Chronicle of Higher Education at your desktop
- Access directories of e-mail addresses at other institutions

Network Resources Workshop for USC Administrative Staff

sponsored by Thomas Cooper Library

Receive hands-on training with

• Gopher • WorldWideWeb (Mosaic)

November 29 9:00 am - 10:30 am
December 8 9:30 am - 11:00 am
December 15 9:00 am -10:30 am

Library Computer Lab
Level 5

To reserve a space or for more information contact
Catherine Eckman at 7-2810 or
cathy@tcl.scarolina.edu

Network Resources Training for Faculty and Staff

sponsored by Thomas Cooper Library

Hands-on Training using

- **Gopher**
- **WorldWideWeb (Mosaic)**

- Discover a discussion forum
- Investigate grant information
- Access directories of e-mail addresses
- Read electronic journals at your desktop
- Learn strategies for searching the Internet

Opportunities for Internet Instruction

- **Resource-Based Workshops for Departments**

  Tailored sessions for small groups
  Arranged at your convenience

- **General Introductory Workshops**

February 14	9:30 - 11:00 am
March 15	9:00 - 10:30 am
March 23	10:00 - 11:30 am
April 6	9:00 - 10:30 am
April 12	9:00 - 10:30 am
April 18	9:30 - 11:00 am
May 1	10:00 - 11:30 am

Thomas Cooper Library
Computer Lab, Level 5

To arrange a special session or make workshop reservations
contact Marilee Birchfield
marilee@tcl.scarolina.edu or 7-4267

February 16, 1995

Thomas Cooper Library

Dear Dr. Mack:

As your department's library representative, I am writing to let you know of training Thomas Cooper Library is offering on Internet resources now accessible from the campus backbone network. I hope you will help us inform your colleagues so that they may make use of these resources from their offices.

Varied opportunities exist for Internet training, such as gopher and WorldWideWeb instruction. Faculty can attend a general workshop or special sessions can be arranged for small groups within a department. A flier with this semester's workshop calendar is enclosed. The workshops will contine to be offered throughout the year and you will receive future announcements.

Training geared more specifically to a discipline can be arranged at the department's convenience. If there is an appropriate training site within your department we can come to you. If not, we can reserve other training areas. The special sessions, like the general workshops, focus on strategies for using these electronic tools, but the special sessions will be tailored towards specific research needs.

For more information regarding the content of the training, to make workshop reservations, or to arrange for special departmental sessions please contact me at 7-4267 or via email at marilee@tcl.scarolina.edu.

Sincerely,

Marilee Birchfield
Coordinator, Internet Training Team

BEST COPY AVAILABLE

cc: John O'Neil, Chair

University of South Carolina • Columbia, South Carolina 29208 • 803/777-3142 • Fax 803/777-4661

DIVISION OF LIBRARIES
AND INFORMATION SYSTEMS

UNIVERSITY OF SOUTH CAROLINA.

UNIVERSITY LIBRARIES
NETWORK TRAINING

NETWORK RESOURCES TRAINING FOR FACULTY AND STAFF

SPRING WORKSHOP SCHEDULE

Information Resources on the Internet

This introductory hands on workshop focuses on Netscape, one of the most popular tools for searching the Internet. You will gain a greater awareness of the types of information resources available on the Internet and learn specific strategies for locating useful resources. No prerequisite experience or knowledge of the Internet is required.

Tuesday, January 9	9:30-11:00
Thursday, January 25	9:00-10:30
Wednesday, February 14	9:00-10:30
Tuesday, February 27	9:30-11:00
Thursday, March 14	9:00-10:30
Wednesday, March 27	9:30-11:00
Thursday, April 11	9:00-10:30

You can with USCAN

Learn to search USCAN for articles and books. You will gain hands on experience by using the library's catalog and periodical indexes. Maximize the searching power available at your very own desk by learning how to conduct effective searches. Topics will include: key word searching, combining concepts, limiting searches, and refining results.

Wednesday, January 17	2:00-3:15
Thursday, February 6	11:00-12:15
Thursday, February 22	9:00-10:15
Wednesday, March 6	2:00-3:15
Tuesday, March 19	10:00-11:15
Thursday, April 4	3:00-4:15

Workshops held in Thomas Cooper Library.
Small groups may arrange special sessions at their convenience.

To make reservations contact: Marilee Birchfield 777-4267 or marilee@tcl.sc.edu

Spring 1996 Training Calendar

January		
3	*Orientation II*	*8:30 am - Noon*
9	*Information Resources on the Internet*	*9:30 am - 11:00 am*
10	*EPMS*	*8:45 am - Noon*
10	*Hazard Communications*	*1:15 pm - 2:15 pm*
11 & 18	*Speed Reading*	*8:45 am - 4:30 pm*
17	*Back Safety*	*1:15 pm - 2:15 pm*
17	*You Can With USCAN*	*2:00 pm - 3:00 pm*
23 & 25	*Writing at Work*	*8:45 am - Noon*
24 & 30	*Preventing Sexual Harassment on Campus*	*9:00 am - Noon*
25	*Information Resources on the Internet*	*9:00 am - 10:30 am*
30	*Customer Service*	*8:45 am - 4:30 pm*
31	*High Impact Maintenance*	*1:15 pm - 2:15 pm*
February		
1, 6, 13, 27, 29	*Preventing Sexual Harassment on Campus*	*9:00 am - Noon*
6	*You Can With USCAN*	*11:00 am - Noon*
7	*Orientation II*	*8:30 am - Noon*
7	*Personal Protection Equipment*	*1:15 pm - 2:15 pm*
8	*Communication Skills for Supervisors*	*8:45 am - 4:30 pm*
13	*Fall Protection*	*1:15 pm - 2:15 pm*
13	*Student & Course Information for Faculty*	*2:30 pm - 4:30 pm*
14	*EPMS*	*8:45 am - Noon*
14	*Information Resources on the Internet*	*9:00 am - 10:30 am*
14	*Hazard Communications*	*1:15 pm - 2:15 pm*
15	*Appreciating Differences: A Myers-Briggs Workshop*	*8:45 am - Noon*
20	*Curriculum Explorer (CUE) for Faculty Advisors*	*1:15 pm - 4:30 pm*
21 &	*Images: A Student-Service Workshop*	*8:45 am - 4:30 pm*
22	*Images: A Student-Service Workshop*	*8:45 am - Noon*
22	*You Can With USCAN*	*9:00 am - 10:00 am*
27	*Information Resources on the Internet*	*9:30 am - 11:00 am*
28	*CUE for Student Academic Services Staff*	*8:45 am - Noon*
28	*General Safety*	*1:15 pm - 2:15 pm*
March		
5, 7, 12, 19, 26	*Preventing Sexual Harassment on Campus*	*9:00 am - Noon*
6	*Orientation II*	*8:30 am - Noon*
6	*Lockout/Tagout*	*1:15 pm - 2:15 pm*
6	*You Can With USCAN*	*2:00 pm - 3:00 pm*
13	*EPMS*	*8:45 am - Noon*
13	*Hazard Communications*	*1:15 pm - 2:15 pm*
14	*Information Resources on the Internet*	*9:00 am - 10:30 am*

University of South Carolina
University Libraries' workshops are included in publicity from Human Resources

BEST COPY AVAILABLE

DIVISION OF LIBRARIES AND INFORMATION SYSTEMS

UNIVERSITY OF SOUTH CAROLINA

UNIVERSITY LIBRARIES NETWORK TRAINING TEAM

Network Resources Training for Faculty and Staff

Summer 1996 Schedule

Networked CD-ROM Indexes *new service*

Wondering about some of the advanced features of searching the networked CD-ROMs from your office? Contact us to set up an office visit or small group instruction. Networked CD-ROMs currently are:

Art Index	Cambridge Life Sciences
CINAHL (Nursing)	Criminal Justice Abstracts
ERIC (Education)	MLA International Bibliography
PsycLit	Social Work Abstracts
Sociofile (Sociology)	Public Affairs Information Service

GPO: US Superintendent of Documents Monthly Catalog

Linguistics and Language Behavior Abstracts

Searching the Library of Congress Catalog *new workshop*

Learn the intricacies of navigating and searching the Library of Congress online catalog, one of the world's largest bibliographic databases. This hands-on workshop will present the specific files which make up the catalog and commands for effective searching. Assumes some familiarity with using online catalogs and bibliographic records.

May 9, Thursday 10:00 - 11:00
July 17, Wednesday 9:00 - 10:00

Grant and Funding Sources on the Internet *new workshop*

Whether you are new to the Internet or new to seeking sources of funding this hands-on workshop is for you! Co-sponsored by Sponsored Programs and Research.

June 4, Tuesday 11:00 - 12:00
September 12, Thursday 10:00 - 11:00

Information Resources on the Internet

This introductory hands-on workshop focuses on using Netscape to search the Internet. Learn specific strategies for locating useful resources. No prerequisite experience or knowledge of the Internet is required.

May 15, Wednesday 2:00 - 3:30
June 13, Thursday 9:00 - 10:30
July 26, Friday 10:00 - 11:30

You Can with USCAN

Maximize your searching power to find articles and books using USCAN. In this hands-on workshop you will learn some of the shortcuts for maneuvering in USCAN, how to combine concepts and restrict searches, and troubleshooting tips for reviewing your results.

May 21, Tuesday 10:30 - 11:45
June 21, Friday 9:00 - 10:15
July 17, Wednesday 2:00 - 3:15

Workshops held in Thomas Cooper Library.
Small groups may arrange special sessions at their convenience.

To make reservations contact Marilee Birchfield in the Reference Department
777-4267 or marilee@tcl.sc.edu
Or register from the University's Training Home Page http://training.csd.scarolina.edu

Finding Articles

Learn how to find articles in Expanded Academic Index and other databases available on the campus information system.

Classes run April 8 to May 14

Mondays	12:30 - 1:20
Tuesdays	10:30 - 11:20

UW Libraries Catalog Overview

Learn everything you need to know to use the online catalog efficiently: what's in it, what's not, searching by author, subject, title, and keywords.

Classes run April 10 through May 15

Wednesdays	2:30 - 3:20

Both Classes Meet in Library Lab, first floor, Odegaard Undergraduate Library

If unable to attend the "Finding Articles" or "Catalog Overview" sessions, groups of two or more UW affiliated persons may make appointments with Odegaard Reference to receive library computer instruction.

Web Internet Tour

Introduces the range of resources available through the Internet using Netscape to navigate the world of electronic information.

3:30 to 4:30

Thurs., April 4	Weds., April 17
Weds., May 1	Weds., May 15
Weds., May 29	

Meet in the Computing Resource Center, Mac classroom, first floor, Suzzallo Library.

UWIN: Gateway To The Internet

Introduction to UWIN resources and exploring information sources on the World Wide Web using Lynx.

Mondays from 10:30 to noon:

April 8 April 22

Meet in Reference Alcove, ground floor, Suzzallo Library

Wednesdays from 3:30 to 5:00:

April 17 May 1

Meet in Library Lab, first floor, Odegaard Undergraduate Library.

Instruction for Classes

In addition to drop-in classes listed here, it is possible for faculty and teaching assistants to arrange an introduction to library databases, library research or evaluating sources tailored to specific course assignments. Please make arrangements at least one week in advance of class session.

Lower division, undergraduate courses generally can be served by the Odegaard Undergraduate Library. To discuss the library needs of your assignment and to schedule a class, call 543-2060.

Upper division and graduate courses requiring use of discipline specific resources can be arranged through your subject librarian or by calling 616-1541 or email *zald@u.washington.edu*.

To request additional copies of this brochure, contact Mitch McGowan at 685-3752 or email *hamlet@u.washington.edu*. Other questions can be directed to *libquest@u.washington.edu*. This information is also available via UWIN and UW Libraries Home Page at *http://www.lib.washington.edu/training.html*

University of Washington Libraries

Library Computer Classes

Spring Quarter 1996

Library research can be easier and faster. Take a class and learn to search the many computerized research sources available at the University of Washington Libraries.

Classes are free. Attendance is limited to UW students, faculty and staff unless noted

No sign-up required unless noted.

To request disability accommodations, contact the Office of the ADA Coordinator at least ten days in advance of the event:

543-6450 (voice)
543-6452 (TTY)

LEXIS/NEXIS

Searching for News, Business and Legal Information

LEXIS/NEXIS use islimited to current UW students, staff and faculty for class-related research. Current UW ID is required. Groups of two or more UW affiliated persons may make appointments at the Suzzallo Reference Desk to receive Lexis/Nexis instruction.

Suzzallo Library

Weds., April 3	noon - 1:30
Thurs., April 4	4:30 - 6:00
Weds., April 10	4:30 - 6:00
Fri., April 12	11:00 - 12:30
Weds., April 17	9:00 - 10:30
Tues., April 23	1:00 - 2:30
Thur., April 25	4:00 - 5:30
Tues., April 30	4:30 - 6:00
Thurs., May 2	11:00 - 12:30
Weds., May 8	11:00 - 12:30
Tues., May 14	11:00 - 12:30

Meet in the Computing Resource Center, first floor, Suzzallo Library

Business Library

Focuses on Lexis/Nexis business sources..

March 25 through May 31

Tuesdays	3:00 - 3:50
Fridays	10:00 - 10:50

Classes meet at the NEXIS Lab, Business Administration Library. Limited to 6. Instruction by appointment can be arranged for 3 or more UW students in business programs.

Introduction to Business Resources on the World Wide Web

Weds., Mar 27	10:00 - 11:00
Weds., April 10	12:00 - 1:00
Weds., April 24	3:00 - 4:00
Weds., May 8	10:00 - 11:00
Weds., May 22	12:00 - 1:00
Weds., June 5	3:00 - 4:00

Classes meet at the NEXIS Lab, Business Administration Library. Limited to 6.

Natural Sciences Library

Biosis

Weds., April 3 11:30 - noon

Science Citation Index

Thurs., April 18 3:30 - 4:00

Zoological Record

Weds., April 24 10:30 - 11:00

Meet at the reference desk, Natural Sciences Library, ground floor, Allen South

Engineering Library

Introduction to UW Engineering Databases

Tuesdays 10:30-12:00

April 2 April 16
April 30 May 14

Wednesdays 12:30-2:00

April 10 April 24
May 8 May 22

Searching Compendex

Thursdays 10:30-11:20

April 18 May 2 May 16

Searching INSPEC

Mon., April 15 11:30 -12:20
Thurs., May 9 10:30 - 11:20

Engineering Resources on the WWW

Tuesdays 9:30-11:00

April 9 April 23 May 7

Patents: Introduction to Patent Searching

Mon. April 22 10:30 - 12:00
Weds., May 15 11:30 - 1:00

Priority in classes given to the first 15 current UW students, faculty and staff.

Meet in the Engineering Library Instruction Center, room 310,

Health Sciences Library & Information Center

Introduction to UW Health Sciences Databases

March 25 through June 7

Tuesdays 9:30 - 10:20
Wednesdays 1:30 - 2:20

Open to all library users. Meet at the Information Desk in the Health Sciences Library and Information Center.

Additional tours and classes for Health Sciences faculty, staff and students are available. For information check *http://www.hslib.washington.edu/hsl/imesched/*; send email to *hsl@u.washington.edu* ; or call 543-3394

Searching the Library Databases from Home or Office

Wednesdays from 3:30 to 5:00:

April 10 April 24

Meet in Library Lab, first floor, Odegaard Undergraduate Library

Tuesdays from 10:30 to noon:

April 16 April 30

Meet in Reference Alcove, ground floor, Suzzallo Library

LIBRARY WORKSHOPS

UW-MADISON LIBRARIES

New Information Connections

SPRING 1996

Business Library
2200 Grainger Hall
975 University Avenue
262-5935
enyart@macc.wisc.edu

College Library
Helen C. White Hall
Corner of Park St. &
Observatory Drive
Room 1193
263-7146
mrlee@macc.wisc.edu

Instructional Materials Center (IMC)
Teacher Education Building
225 N. Mills Street
3rd Floor Alcove
263-4755
cupery@macc.wisc.edu

Memorial Library
728 State Street
Room 362
262-6434
bamb@macc.wisc.edu

Middleton Health Sciences Library
1305 Linden Drive
Room 303
262-3048
fdavis@macc.wisc.edu

Social Science Reference Library
Social Science Building
1180 Observatory Drive
Room 8432
262-7340
folster@macc.wisc.edu

Steenbock Library
550 Babcock Drive
Room 340
263-2385
asksteenbock@macc.wisc.edu

Wendt Library
215 N. Randall Avenue
Room 329
263-5674
jwkfw@macc.wisc.edu

Weston Clinical Sciences Library
J5/120 Clinical Science Center
600 Highland Avenue
Conference Room
262-3048
fdavis@macc.wisc.edu

Learn to use the **Internet**, an important electronic information resource, and several of the growing number of bibliographic database management systems that are available in many campus libraries and microcomputer labs. These workshops are open to all library users and require no advance registration. **Seating is limited, however; so come early.**
Note: Workshops that include a hands-on component are noted with an asterisk (*).

■ The Internet

The Internet is a network of federal, regional, campus, and foreign computer networks that enables users to publish and retrieve documents, to search remote library catalogs, to subscribe to electronic mail lists, and to communicate electronically with others. These workshops cover different aspects of the Internet's wide range of services and resources, such as Gopher, World Wide Web, and WAIS, and utilities, such as FTP.

Date	Time	Location
*** Internet Resources in Agriculture**		
Wednesday, January 24	Noon - 1:00 pm (Brownbag)	Steenbock Library
Introduction to the World Wide Web, Using Netscape		
Friday, January 26	8:30 - 10:00 am	Memorial Library
World Wide Web for Health Sciences Resources		
Thursday, February 1	7:30 - 9:00 am	Weston Library
HTML: An Introduction to Hyper-Text Markup Language		
Friday, February 2	8:30 -10:00 am	Memorial Library
*** Netscape for Undergraduate Research**		
Friday, February 2	10:00 - 11:00 am	College Library
World Wide Web for Health Sciences Resources		
Tuesday, February 6	Noon - 1:30 pm	Middleton Library
African Studies Resources on the Web		
Wednesday, February 7	Noon - 1:00 pm	Memorial Library
Retrieval, Submission, and Basic Analysis of Genetic Sequences		
Thursday, February 8	11:30 am - 1:00 pm (Brownbag)	Steenbock Library
Overview and Introduction to the Internet		
Thursday, February 8	2:00 - 3:30 pm	Business Library
HTML: An Introduction to Hyper-Text Markup Language		
Friday, February 9	8:30 - 10:00 am	Steenbock Library
*** Netscape for Undergraduate Research**		
Friday, February 9	10:00 - 11:00 am	College Library

BEST COPY AVAILABLE

Date	Time	Location
Creating and Managing Netscape Bookmarks for Current Awareness		
Friday, February 9	Noon - 1:00 pm (Brownbag)	Memorial Library
World Wide Web and Netscape		
Thursday, February 15	2:00 - 3:30 pm	Business Library
*** World Wide Web Resources for Engineering**		
Friday, February 16	8:30 - 9:30 am	Wendt Library
*** Netscape for Undergraduate Research**		
Friday, February 16	Noon - 1:00 pm	College Library
Introduction to the World Wide Web Using Netscape		
Friday, February 16	4:00 - 5:30 pm	Memorial Library
*** Education Resources on the Internet**		
Tuesday, February 20	5:00 - 6:30 pm	Instructional Materials Center
African-American Resources on the Internet		
Tuesday, February 20	5:00 - 7:00 pm	Memorial Library
*** World Wide Web Search Strategy Techniques**		
Wednesday, February 21	Noon - 1:00 pm (Brownbag)	Steenbock Library
Music Resources on the Internet		
Wednesday, February 21	3:00 - 4:30 pm	Memorial Library
Internet News Resources: Usenet, Listservs, Electronic Publications		
Friday, February 23	8:30 - 10:00 am	Memorial Library
*** Overview and Introduction to the Internet**		
Friday, February 23	10:30 - 11:30 am	Social Science Reference Library
*** Netscape for Undergraduate Research**		
Friday, February 23	Noon - 1:00 pm	College Library
*** Education Resources on the Internet**		
Saturday, February 24	1:00 - 2:30 pm	Instructional Materials Center
*** Organizing Bookmarks in Netscape**		
Wednesday, February 28	Noon - 1:00 pm (Brownbag)	Steenbock Library
Women and Gender Resources on the World Wide Web		
Wednesday, February 28	3:30 - 5:00 pm	Memorial Library
Music Resources on the Internet		
Thursday, February 29	1:30 - 3:00 pm	Memorial Library
Humanities Resources on the Internet		
Friday, March 1	4:00 - 5:30 pm	Memorial Library
World Wide Web for Health Sciences Resources		
Saturday, March 2	10:00 - 11:30 am	Weston Library
Retrieval, Submission, and Basic Analysis of Genetic Sequences		
Monday, March 4	6:00 - 7:30 pm	Middleton Library

Date	Time	Location
Government Information for Law on the Internet		
Tuesday, March 12	Noon - 1:00 pm	Memorial Library
Business Resources on the Internet		
Thursday, March 14	2:00 - 3:30 pm	Business Library
Native American Resources on the Internet		
Thursday, March 21	5:00 - 7:00 pm	Memorial Library
World Wide Web for Health Sciences Resources		
Thursday, March 21	6:00 - 7:30 pm	Middleton Library
*** World Wide Web and Netscape**		
Friday, March 22	10:30 - 11:30 am	Social Science Reference Library
HTML: An Introduction to Hyper-Text Markup Language		
Friday, March 22	4:00 - 5:30 pm	Memorial Library
HTML: Beyond the Basics		
Friday, March 29	8:30 - 10:00 am	Memorial Library
World Wide Web for Health Sciences Resources		
Wednesday, April 10	8:00 - 9:30 am	Middleton Library
World Wide Web for Health Sciences Resources		
Thursday, April 11	5:00 - 6:30 pm	Weston Library
Asian-American Resources on the Internet		
Thursday, April 11	5:00 - 7:00 pm	Memorial Library

■ Overview of Bibliographic Database Management Systems

An overview of bibliographic database management systems that allows you to electronically store, manage, and search for references to journal articles, government documents, and books, as well as print out customized bibliographies. Evaluation of both DOS and Macintosh programs will assist in selecting a program that is best for your needs. ProCite and EndNote will be demonstrated, as well as shareware programs.

* Wednesday, February 7	Noon - 1:15 pm	Steenbock Library

■ EndNote

EndNote is a bibliographic database management program specializing in storing, managing, and searching for bibliographic references in your private reference library. It also creates bibliographies in a variety of punctuation styles.

*** Introductory EndNote Workshop**: Covers basic features of this software program.

Wednesday, February 28	3:30 - 5:00 pm	Steenbock Library

Advanced EndNote/EndLink Workshop: Covers advanced features of this software program. Includes creating punctuation styles, customizing workforms, and using EndLink to transfer information electronically.

Tuesday, March 12	3:30 - 5:00 pm	Steenbock Library

■ Pro-Cite

Pro-Cite is a bibliographic database management program that allows you to organize your own reference database (including journal citations), store and search for records electronically, and print customized bibliographies in any of a variety of styles or wordprocessing formats.

* **Introductory Pro-Cite Workshop**: Covers basic features of this software program.

Wednesday, February 14	3:30 - 5:00 pm	Steenbock Library

Advanced Pro-Cite/Biblio-Links Workshop: Covers advanced features of this software program. Includes creating punctuation styles, customizing workforms, and using Biblio-Links to transfer information electronically.

Tuesday, March 26	3:30 - 5:00 pm	Steenbock Library

■ Reference Manager

Reference Manager is a bibliographic citation management software program used for the construction of personal databases.

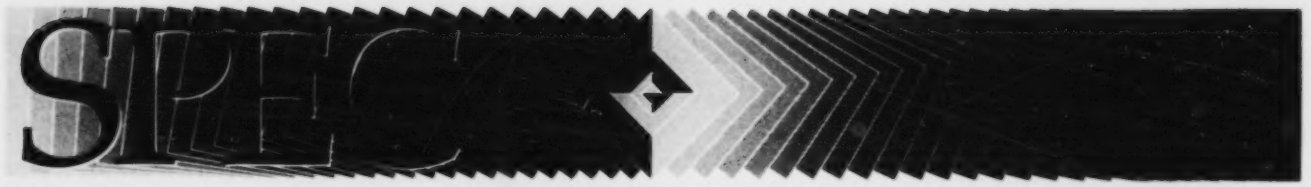
Monday, March 25	5:00 - 6:00 pm	Middleton Library
Wednesday, April 17	Noon - 1:00 pm	Weston Library
Friday, May 3	7:30 - 8:30 am	Weston Library

Free WiscWorld and computer application training for students is offered through DoIT. Brochures listing these workshops are available in InfoLabs and many campus libraries.

New Information Connections Workshops

Term	Classes Offered	Change from Last Year	Persons Attending	Change from Last Year	Libraries Offering Classes
Spring					
1994	24	–	381	–	6
1995	36	33.33%	594	35.86%	9
1996	48	33.33%	526	−11.45%	9
Summer					
1994	11	–	172	–	5
1995	14	21.43%	130	−32.31%	5
Fall					
1993	11	–	219	–	3
1994	29	163.64%	293	33.79%	5
1995	43	48.28%	317	8.19%	5
Academic Year (Fall, Spring, Summer)					
93 – 94	46	–	772	–	
94 – 95	79	41.77%	1017	24.09%	
As of 5/16* 95 – 96	91	15.19%	843	−17.11%	

*Note: 95 – 96 calculations do not include Summer 1996; these figures will be updated.



SYSTEMS AND PROCEDURES EXCHANGE CENTER

INSTRUCTIONAL HANDOUTS

Thomas Cooper Library NETWORK

RESOURCE TRAINING FOR FACULTY & STAFF -- EXPLORING INTERNET USAGE

INTRODUCTION TO THE INTERNET*

* (adapted from workshop produced by *Larry Schank ((http://www.clark.net/pub/lschank/web/))*

Get acquainted

Basic Computer Skills (assessment)

Expected outcomes of workshop:

- The language of the Internet and its culture
- The History of the Internet (Nuke Proof Communications)
- Maneuvering within Netscape:
  - Hyperlinks
  - Menu Bar
  - Tool Bar
  - Directory Buttons
- Strategies for finding information or solving problems
  - Guides
  - Directories (subject or geographic)
  - Search Engines (Spiders, Worms and Robots)
- Evalute sites on the Internet
- SURF the NET -- and like it!!!

WHAT IS THE INTERNET?

- World-wide communications, 24-hours a day
- Access to Government and Public-Domain Information
- News and Views on a large variety of subjects
- Ability to find information on a large variety of topics
- Ability to share views or ask questions with people with similar interests
- Access on-line databases or catalogs (libraries, businesses, brochures, etc.)
- Ability for businesses, associations, organizations, governments, or communities to distribute information efficiently and in a timely manner to a wide audience
- Ability to self-publish newsletters, journals, writings, ideas and views, etc.

WHAT THE INTERNET IS NOT

- Free access to commercial or proprietary data
- Free online access to publications
- Always appropriate for children
- Always fun
- Always painless
- Always free
- Always a good use of time (depending on skill)

WHAT IS THE WORLD-WIDE WEB (WWW)

- Known also by the terms: Web, W3, or WWW
- Software used by individuals to "surf" the web are known as "clients" or "browsers"
- Hardware/Software used by computer centers or individual system administrators (even for a stand alone or home computer) to distribute information and web services are known as "hosts" or "servers"
- Developed in Geneva, Switzerland, by scientists at the CERN Physics Laboratory

WHAT DOES THE INTERNET DO???

- Uses a set of routines to search, retrieve and display information in a variety of formats (text, images, sound, etc.)

- Enables users to access available files in various computing environments (Dos, Windows, Unix, Macintosh, VMS, etc.)

- Allows users to Search Databases and view results

- Navigation based on Hypertext , whereby users click on underlined links to automatically move to related pages of text or possibly to a multimedia object (e.g. sound, image, or software)

- Links can access another page within the current document or a file served by another computer anywhere in the world that allows remote logins or data transfers from Internet users

- Easy to browse (just point and click)

- Graphical images and windows functionality makes browsing or "surfing" enjoyable and fun

- Save web pages as ASCII Text or HTML Code
  [NOTE: not all browsers save pages as text, especially older versions]

- Available also from most shell accounts in a Text-Based version called Lynx

TERMINOLOGY

- **Universal Resource Locator (URL)** the standard that defines how files on the Internet are identified (as an e-mail address) so computers and individuals can locate and retrieve them

- **Hyper Text Transfer Protocol (HTTP)** the standard that makes it possible for computers to transfer hypertext or multimedia files (usually identified by the extension of .html or .htm)

- **Hyper Text Markup Language (HTML)** simple programming language that makes hypertext files readable by all computers running WWW client software.

  HTML documents are plain text files with "Tags" surrounding parts of the text specifying how the document should look (font, color, bold face, etc.).

COMPONENTS OF A URL

The Universal Resource Locator is similar to an e-mail address.

URLs comprise three separate elements which identify:

1. a host computer

2. an individual file within that computer

3. the protocol used to retrieve it (e.g. http, gopher, ftp, telnet, Usenet news, mail)

CLOSEUP OF AN URL --

http://www.library.sc.edu/0c:\tcltemp\science\links.htm|/

http:// informs the local host that a hypertext transfer will take place

www.library.sc.edu identifies the host computer

Note that the last part of this address -- **edu** lets you know that this is an educational site.

www.library.sc.edu/0c:\tcltemp\science identifies the exact directory where the file is found

links.htm|/ identifies the exact document or object that the local computer will retrieve from the host (the owner of the file)

SEARCHING THE WWW

Search Web and Gopherspace quickly with searching tools often called **spiders, robots** or **worms**. Just one minute with one of these programs can save hours of searching.

Search tools will not only locate **files, directories, graphics**, etc., but will connect you to the appropriate site after you select one of the hits. Not all of these index all resources, and many are often busy; so you may need to try several sites before locating what you are looking for.

SKILLS TO PRACTICE

- Select a site or file by URL
- Navigate directories with function keys (back, forward, home, reload, etc.)
- Save documents, make bookmarks
- Search the Web with at least 2 search tools (InfoSeek, Alta Vista, etc.)
- Find text within a document
- Change local options (load images, button bars, etc.)
- Copy a URL from location information or screen and paste into Open dialog box
- Learn more about the Internet from an informative site or directory that you find yourself while "surfing"

BEST OF INTERNET SEARCH ENGINES

- All-in-One Internet Search **http://www.albany.net/allinone/**
- Alta Vista (Digital Equipment Corporation) **http://altavista.digital.com/**
- Excite (Architext Software) **http://www.excite.com/**
- Harvest Information Discovery & Access System **http://harvest.cs.colorado.edu/**
- Info Market Search (IBM) **http://www.infomkt.ibm.com/**
- InfoSeek Search **http://www2.infoseek.com/**
- Inktomi (University of California at Berkeley) **http://inktomi.berkeley.edu/**
- Internet Sleuth (Charm Net) **http://www.charm.net/~ibc/sleuth/**
- Lycos: The Catalog of the Internet **http://www.lycos.com/**
- McKinley Internet Directory **http://www.mckinley.com/**
- MetaCrawler (University of Washington) **http://metacrawler.cs.washington.edu:8080/**
- NlightN (The Library Corporation) **http://www.nlightn.com/** (commercial service, similar to Infoseek, with free access to their indexing only)

- Open Text Web Index **http://opentext.uunet.ca:8080/omw.html**

- Otis Internet Search (Otis Index)
  http://www.interlog.com/~gordo/otis_pubsearch.html
  or **http://www.interlog.com/~gordo/otis_index.html**

- SavvySearch
  http://www.cs.colostate.edu/~dreiling/smartform.html

- USENET FAQs
  http://www.cis.ohio-state.edu/hypertext/faq/usenet/FAQ-List.html

- Web Crawler **http://www.webcrawler.com/**

- Yahoo Search **http://www.yahoo.com/search.html**

Thomas Cooper Library
University of South Carolina

World Wide Web: Netscape

Like Gopher, Netscape is a software interface that allows you to browse the Internet. Unlike Gopher with its menu structure, Netscape provides access to "pages" of information, organized by World Wide Web (WWW) servers. Netscape and other WWW browsers allow you to login to other computers that are telnet sites, retrieve and download documents and software from ftp sites, access newsgroups, and send e-mail messages. Graphics, moving pictures, sounds . . . these are all possibilities depending upon the capabilities of your equipment.

This handout first describes getting around the screens. The next section, "Organizing Chaos" offers strategies for finding Internet sources useful to your needs. Once you've found some good stuff, "Capturing Information" tells you how to print and save. The last part of the handout, "Customizing Netscape" gives instructions for some of the more advanced features of Netscape. For more information on Netscape features, pull down the "Help" menu in the upper right hand corner and select "Handbook."

Maneuvering in Home Pages

◆ **Moving within a page**

Use your mouse in the scroll bar along the right edge of the screen or you can move a line at a time by using the down arrow key on your keyboard.

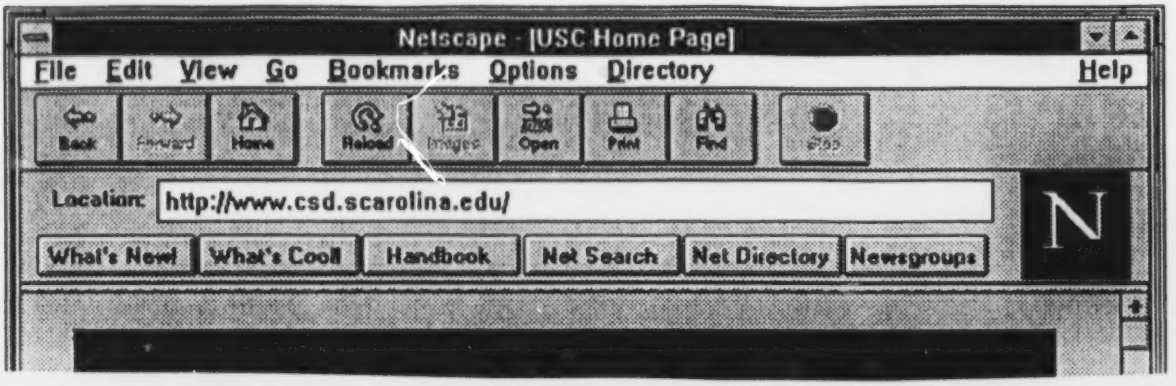
◆ **Hyperlinks**

Hyperlinks are identified by blue text or a blue outline. When you place the arrow on a hyperlink, it will turn into a hand. If you click the mouse while pointing at a hyperlink, you will be connected to that link. If you see purple text, it means that hyperlink was recently selected.

The "Stop" icon near the top of the screen will turn red and the status indicator at the bottom of your screen will animate and give you messages on the progress of the transfer.

You can cancel the link by either of the following actions:

Moving the mouse onto the "Stop" icon near the top of the screen and clicking
Choosing the "Stop Loading" from the "Go" pull-down menu


Netscape - [USC Home Page]
File Edit View Go Bookmarks Options Directory Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://www.csd.scarolina.edu/
What's New! What's Cool! Handbook Net Search Net Directory Newsgroups
N

- **Menu Bar**

  Go: options for moving back, forward, but also for seeing your search paths by "Viewing History." Highlight any site in your "history" dialog box, and then click on "Go To" to go directly to that site.

  Directory: pull-down menu offers the equivalent of some of the buttons as well as a selection to take you to Usenet newsgroups. See the "Usenet newsgroups" section of the handout for setting the preferences for your Network News feed in Netscape.

- **Tool Bar** (square buttons with icons under menu bar)

  Back: view the previous page

  Forward: "undo" the last "back" command

  Home: returns to the home page designated in your preferences

  Open: go to a specific site

- **Directory Buttons** (rectangular buttons just below the "Location" box)
  All of the directory buttons link to home pages at the Netscape site itself.

  Net Directory: brings you a hyperlink for a subject directory of Internet resources and geographical guides to WWW servers

  Net Search: links to several Internet search engines which allow you to search the Internet with your own key words

  What's New: accesses a list of new Internet resources

BEST COPY AVAILABLE

Organizing Chaos: Strategies for Finding Information

◆ **Guiding yourself to Internet resources**

Various subject and geographic guides to Internet resources and servers exist to help you find your way to useful information. Click on the "Net Directory" button to access "Yahoo," one of the most popular subject guides, as well as several directories of servers. The Yahoo home page also has links to other general Internet directories.

◆ **Searching for yourself**

Click on the "Net Search" button for a selection and description of various Internet search engines. Some of the search engines allow you to search the text of available documents, not just document titles.

You may need to construct your searches differently depending upon the search engine used. Some tips for searching with "InfoSeek" include:

Use capitalization expected to appear on the homepages. If you are unsure, use lower case, it will find terms in either lower case or capitals.

ex.	United States	not	united states
	Alabama civil rights	not	ALABAMA CIVIL RIGHTS

Indicate phrases by enclosing terms in special punctuation. Double quotation marks will find the terms next to each other. Hyphenated terms will have to be very close to each other. Use brackets to find terms near each other in either order.

ex.	"mass media"	not	mass media
	local-government	not	local government
	[WWW search]	not	www search

Separate proper names with a comma.

ex.	Clinton, Gore	not	Clinton Gore

◆ **Getting to a known source**

If you know a URL (a particular type of computer address on the Web), you can navigate to a site. You don't have to be locked into a gopher's menu structure or try to get somewhere through various hyperlinks. URL's may begin with any of the following: http://, gopher://, ftp://, news://, or mailto://.

The quickest way is to click in the "Location" box and type in the URL of the site. Another way is to click on the "Open" icon and then type the address in the dialog box which will appear on the screen. Or you can click on "File" from the menu bar and select "Open Location."

Examples of URLs are:

URL	Resource
http://www.whitehouse.gov	The White House
http://thomas.loc.gov	United States Congress
http://www.ido.gmu.edu/aahe/Welcome.html	American Association for Higher Education's Teaching, Learning & Technology Roundtable
gopher://gopher.undp.org	United Nations
http://www.yahoo.com/	Yahoo (subject index to Web resources)

Capturing Information

Remember that "page" in this sense is not equivalent to what you might see on a single screen or a page of paper; page refers to home page.

Printing

To print the contents of the current page, from the "File" menu choose "Print." To see the home page displayed as it will be printed and to select portions of the home page to be printed, choose "Print Preview" from the "File" menu.

Saving

The "Save as. . ." item from the "File" menu produces a dialog box that lets you save the current page as either a text file or an HTML file on your disk.

On Windows, clicking on a link with the shift key held down produces a dialog box that lets you save the requested page to your disk without having to bring the page to the screen.

Customizing Netscape

◆ **Saving your place by setting a bookmark**

Bookmarks allow you to quickly return to a site without having to type in the URL. To set a bookmark, you need to first be at the site. Then select "Bookmarks" from the menu bar and highlight "Add Bookmarks." A bookmark will automatically be created.

To return to a bookmark, simply choose it from the list you see after selecting "Bookmarks" from the menu bar, or if you have created lots of bookmarks you might want to "View Bookmarks" listed under the same menu option.

Netscape also lets you create hierarchical menus, partial menu displays, multiple bookmark files for import and export, list descriptions, and list searches. Choose "Help" in the upper right hand corner of the Netscape screen and refer to the Menu Items section on bookmarks for guidance on these advanced options.

◆ **Designating a home page**

You can determine your initial home page. It will be the first home page to appear when you access Netscape and where you return to when you click on the home icon.

For example, you might want USC's home page to be your starting point. It's URL is
http://www.sc.edu/

To set a home page you need to supply the URL as a preference.

1. Select "Options" from the menu bar and then choose "Preferences."

2. If the box at the top of the Preferences window does not read "Styles" you need to click on the arrow to the right of the box and highlight "Styles" and press enter.

3. Click on the "Home Page Location" button.

4. Click in the box underneath the "Home Page Location" button and type the URL of your desired home page.

5. Press your <enter> or <return> key.

◆ **Sending an e-mail message**

You can send electronic mail from within Netscape, but you cannot read mail sent to you. It's handy to be able to send a message while you have the address on the screen.

Setting your preferences

1. Select "Options" from the menu bar and then choose "Preferences."
2. If the box at the top of the Preferences window does not read "Mail and Proxies,"click on the arrow to the right of the box and highlight "Mail and Proxies" and press enter.
3. You'll then need to fill in the boxes with your mail server (the part of your address after the @ symbol), your personal name, and your e-mail address.

For example, if your e-mail address is: janed@server.dept.scarolina.edu
You would set up your Netscape Mail Preferences as follows:

Mail Server: server.dept.scarolina.edu
Your Name: Jane Doe
Your Email: janed@server.dept.scarolina.edu

Sending an e-mail message

Once you have set your e-mail preferences, select "File" from the menu bar and then choose "Mail document." You will be prompted to supply the address.

◆ **Mailing a document**

Follow the directions for sending an e-mail message. To import the document into your message, simply click on the "Include document text" button.

Netscape will supply your current URL in the "Subject" field of the mail message, but you may change what appears in the subject field if you prefer. However, if you are sending the message to someone to inform them of the particular URL, you need not include the text of the WWW document; in the body of the message, just refer to the URL cited in the subject field of the message.

◆ **Usenet newsgroups**

Before you can read Usenet newsgroups (a.k.a. Network News) using Netscape, you must tell Netscape the name of the system that is your news feed.

1. Select "Options" from the menu bar, and then select "Preferences."

2. In the selection box, click on the down arrow, and then select "Directories, Applications, and News" from the list of preferences. You must set these preferences so that Netscape knows the name of your news server and the name of the file on your system where you want to save the newsgroups you subscribe to.

3. Set up your News preferences as shown below:

News (NNTP) Server: bigbird.csd.scarolina.edu
News RC File: c:\newsrc

Note: "c:\newsrc" is the conventional file name for DOS/Windows Systems for saving newsgroup subscriptions.

Thomas Cooper Library
University of South Carolina

Gopher: Organizing and Accessing Internet Resources

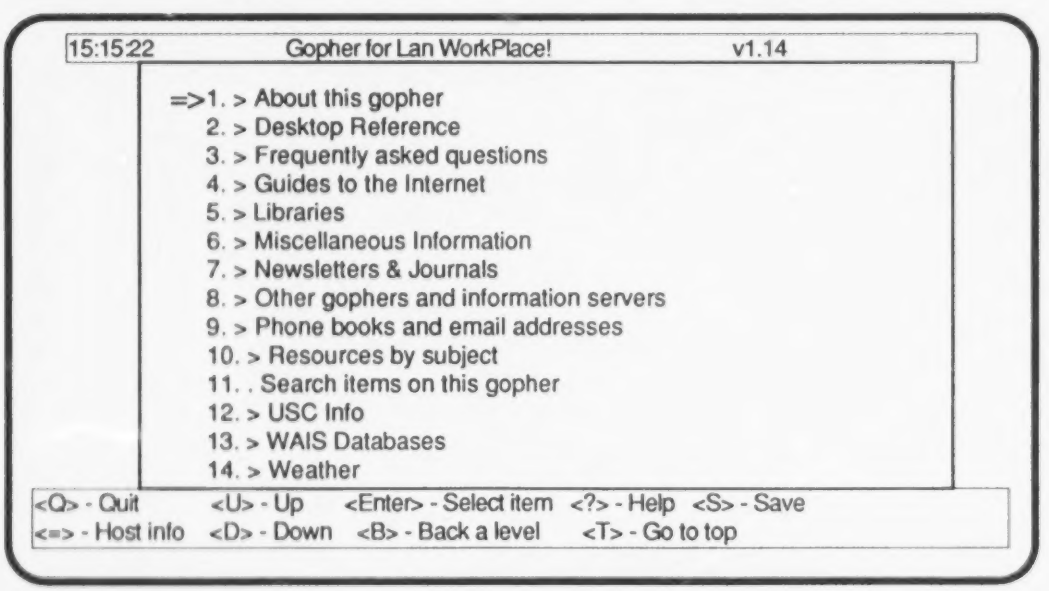
What is the Gopher ?

The Gopher organizes an incredible array of Internet resources through a series of menus. Gopher also makes the connection to the resource so that you don't have to concern yourself with commands, protocols, and addresses. You can think of Gopher as a "speed-dial" interface that allows you to browse the Internet and find:

- library catalogs
- job listings
- census and statistics
- guides about the Internet and to Internet resources
- campus information systems (campus events and resources)
- directories of discussion lists (electronic discussion groups devoted to particular topics)
- text of documents (Supreme Court decisions, electronic journals, country reports, books, etc.)

The Computer Services Gopher Server is the default gopher. Through it you can gain access to hundreds of other gopher servers.

How to Use the Gopher


15:15:22 Gopher for Lan WorkPlace! v1.14
=>1. > About this gopher
2. > Desktop Reference
3. > Frequently asked questions
4. > Guides to the Internet
5. > Libraries
6. > Miscellaneous Information
7. > Newsletters & Journals
8. > Other gophers and information servers
9. > Phone books and email addresses
10. > Resources by subject
11. . Search items on this gopher
12. > USC Info
13. > WAIS Databases
14. > Weather
<Q> - Quit <U> - Up <Enter> - Select item <?> - Help <S> - Save
<=> - Host info <D> - Down <B> - Back a level <T> - Go to top

You will see an arrow pointing at the first choice. Move the arrow on the screen with the arrow keys(↓↑) on the keyboard. Use the <ENTER> key to select your choice, and the gopher will take you to the next menu behind that choice.

Navigating the Gopher:

Commands for using Gopher are indicated on the **menu bar** at the bottom of your screen.

The command keys are:

Q	Quit	Quit viewing a text file or quit using Gopher.
U	Up	Moves arrow up.
ENTER	Select	The <ENTER> key will select the item to which the arrow is pointing.
?	Help	Context specific help screen.
S	Save	This is the command to use for saving a textfile document to disk.
=	Host information	Information about what gopher site you happen to be accessing.
D	Down	Moves arrow down.
B	Back a level	This will take you to the menu you were previously viewing.
T	Top	Will take you to the top level.

Interpreting the menu:

You will note that each menu item has a symbol or space between its name and the number. These symbols and spaces indicate what type of item the menu choice is.

>	**Directory**	Leads to another menu.
	Blank	A blank space indicates that the item is a text file.
.	**Period**	The item will allow you to do a search.
~	**Tilde**	This will provide a telnet connection to a remote site such as another library online catalog.
#	**Pound Sign**	Item is a GIF or image file (Not yet accessible by this gopher).
@	**At sign**	Item is a sound file (Not yet accessible by this gopher).

Gopher tips

• **Patience**. It is not uncommon to have to wait a few minutes if Gopher is retrieving a large file or directory.

• **Be very patient**. Occasionally, the Gopher will lose its connection or simply get hung up. You will know this has happened if the little bar in the upper left hand corner has not moved or spun for at least two minutes. There is no easy way to cancel a search or start the Gopher going again other than rebooting the computer.

• **Timing**. At certain times of the day you may have difficulty accessing particular resources. You may want to try again during the early morning or late at night when system demand may not be as heavy.

• **Perseverance**. You will come across files and menu options which have nothing behind them. It may be that they are still under construction or older materials may have been removed, but the Gopher may still point to them. You will also find resources which you cannot access because of licensing agreements which restrict their use to local users.

• **Experiment**. Some resources allow you to execute searches, but you may not have a clear idea of the content or organization of the resource or the rules for searching. Until you know more about the resource it is a good idea to keep your searches simple. If you find a useful resource which you expect to use again, take some time and try a variety of searches to find the same article or piece of information as a way to test the search capabilities of the resource.

• **Mark your place with a bookmark**. Setting a bookmark marks your place in the Gopher so that by calling up your bookmarks, you can return directly to the particular menu item instead of 1) trying to remember all of the menu items you selected to get to the final destination and 2) going through all of those menu selections when you know what it is you want to get to.

Position the cursor at the **menu item** you want to remember, not when you are actually in the resource or file itself. How you will create a bookmark will depend upon how you are accessing the Gopher. You may see a command prompt or button on the screen.

• **Direct connection**. When you have an Internet address you can access resources directly either by "pointing" your gopher or by connecting via telnet. Ask Computer Services or a librarian for more information on making these connections.

Strategies for Knowing

• **Play**. Explore the Gopher and make your own discoveries.

• **Search for resource guides via the Gopher**
(main menu item 10, "Resources by subject"). Take advantage of someone else's exploration and look at their compilation of Internet resources. Some subject guides will highlight a variety of resources including discussion lists and newsgroups, full-text documents, relevant libraries, and other databases.

• **Announcements in journals**

The Chronicle of Higher Education has a regular column on information technologies and nearly every week announces new Internet resources. Portions of *The Chronicle of Higher Education* are accessible via the Gopher as *Academe This Week* (choose main menu item 7, "Newspapers, Newsletters and Journals").

More and more journals are highlighting Internet developments. Other sources which typically include information on Internet resources are: *C&RL News, Database, EDUCOM Review,* and *Online.* All are in the Thomas Cooper Library.

Computer Services' *Computing Bulletin* is an informative publication. Be sure you are on the mailing list if you don't regularly receive it.

• **Printed guides and Internet books**
Although some of these same sources may be accessible through the Gopher, sometimes it is easier to browse through a paper copy. All of the ones listed below are in the Reference Department of Thomas Cooper Library in the Ready Reference section.

Krol, Ed. *The Whole Internet.* Sebastopol, CA: O'Reilly and Associates.
TK 5105.875 .I57 K86

Internet World's on Internet. Westport, Mecklermedia.
TK 5105.875 .I57 I585

Directory of Electronic Journals, Newsletters, and Academic Discussion Lists.
Washington, DC: Association of Research Libraries.

• **Colleagues and discussion lists**
Use the other type of network to find out about new and useful Internet resources.

• **Veronica and Jughead**
Veronica lets you do a keyword search of menu titles of most of the Gophers at once. You may see it listed as a search of "gopherspace." A Veronica search will present you with a menu of gopher items which matched your search (your word(s) were in the menu title, not the text of the item). You can select the items from the specially created menu.

When you search an individual Gopher, that is a "jughead" search although the menu never says jughead. Select main menu item 11, "Search items on this gopher."

OSCAR A. SILVERMAN UNDERGRADUATE LIBRARY
STATE UNIVERSITY OF NEW YORK AT BUFFALO
107 CAPEN HALL ♦ NORTH CAMPUS
(716) 645-2943 ♦ ASKUGL@ACSU.BUFFALO.EDU
http://wings.buffalo.edu/libraries/units/ugl/

INTERNET BASICS:AN INTRODUCTION

I. INTRODUCTION

The Internet is a network of hundreds of thousands of computers linked together using the TCP/IP protocol (Transmission Control Protocol/Internet Protocol) in order to communicate. The Internet changes daily; files are added while others are deleted. One group of persons does not oversee the Internet. Individuals assume responsibility for their contributions.

II. WHAT IS ON THE INTERNET?

1. Electronic Mail

E-mail is probably the most common use of the Internet. This allows people to send messages to each other electronically. Persons do not have to be logged on to a computer to receive mail. It will be there when you logon next. Beware that messages may not be private. People may forward messages to others or print messages at an off site printer where others may see the mail. Each person is assigned a user name, host, subdomain, and domain. In order to send a message to a listserv or an individual, you must find out about your own platform's(IBM, VAX, UNIX, etc.) procedures.

Example: V098743U@ubvms.cc.buffalo.edu

(user name) "at" (host).(subdomain).(domain)

Domains indicate the type of organization:

COM Commercial organization
EDU Educational and research institutions
GOV Government agencies
MIL Military agencies
ORG Other organizations

For further information on electronic mail, please locate the CIT (Computing and Information Technology) Jumpstart, Insights, or Overtures guides that corresponds to the platform you are using.

2. Listserv Discussion Groups

Anyone may subscribe to a listserv discussion group. Listservs operate through electronic mail distribution lists and are usually arranged by subject matter. There are hundreds of listservs to choose from. Listservs can be moderated or unmoderated, extremely active or inactive, closed or open membership.

Ex.) GAKUSEI-L (listserv for students to practice 1st or 2nd year Japanese Language)

1. You would send a command to: **listserv@uhunix.uhcc.hawaii.edu**
2. Leave the subject line **BLANK**
3. In the body of the message: **subscribe GAKUSEI-l (your first name) (your last name)**
   Ex: subscribe gakusei-l Keanu Reeves
4. Send the message.

For further information, please locate the UGL Internet Guide on Listservs.

3. Usenet Discussion Groups

Discussion groups without subscription. You may read and post messages by choice. Usenet is a newsgroup or bulletin board type format. In order to send/post messages to Usenet groups, you must find out about your own platform's(IBM, VAX, UNIX, etc.) procedures.

For further information, please locate the UGL Internet Guide on Usenet Groups and/or CIT Jumpstart guides.

4. Telnet

Connecting to a remote computer to use library catalogs, databases, directories, electronic texts, or other available information services on the Internet.

Ex.) To connect to the California Library System MELVYL

1. Login to your account
2. At your system's ready prompt type: **telnet melvyl.ucop.edu**

For further information, please locate the UGL Interent Guide on Telnet.

5. FTP

You may transfer public files (large text files, graphics, software, etc.) from one computer on the internet to another using anonymous FTP (File Transfer Protocol).
Ex.) To retrieve a copy of the Internet timeline:

FTP Host: ftp cs.beloit.edu
Directory: Public/Internet/History

FTP commands:

cd --> change directory
get --> retrieves file & places the file in your account directory
quit --> quits the system/connection to foreign host

1. Login to your account
2. At your system prompt type: **ftp cs.beloit.edu**
3. At the login prompt type: **anonymous**
4. At the password prompt type: **username@host.subdomain.domain**
   Ex.: **V07685WE@ubvms.cc.buffalo.edu**
5. Once you are in the system, type: **cd Public/Internet/History**
6. Then, type: **get Internet timeline**
5. Then, type: **quit**
6. The file will be in your **FILE** directory **NOT** your **MAIL** directory.

For further information, please locate the UGL **Internet Guide on FTP**.

III. A FEW SEARCHING TOOLS ON THE INTERNET

1. Archie Searches FTP sites

2. Gopher Searches, retrieves, and displays documents from remote sites.

3. Veronica Searches Gopher titles and menus.

4. WAIS Searches full text databases for information.

***Note:Ask at the UGL Reference Desk for Internet Workshops Schedule.

wpwork\bi\intbas.gui
svc\7/95

UGL

OSCAR A. SILVERMAN UNDERGRADUATE LIBRARY
STATE UNIVERSITY OF NEW YORK AT BUFFALO
107 CAPEN HALL ♦ NORTH CAMPUS
(716) 645-2943 ♦ ASKUGL@ACSU.BUFFALO.EDU
http://wings.buffalo.edu/libraries/units/ugl/

INTERNET GUIDE
INTERNET GLOSSARY

Archie	A program that allows you to Internet FTP archives worldwide by filename.
Archive	Collections of files related to a particular subject, which are stored on a computer and made available for distributions to the network community.
ASCII	American Standard Code for Information Interchange is a basic text format readable by most computers.
Baud	The speed at which signals are sent by modem measured by the number of changes per second in the signals during transmission. A baud rate of 1,200, for example, would indicate 1.200 signal changes in one second. Baud rate is often confused with bits per second(bps).
Binary	A file format in which data is represented by binary numbers (based on 1's and 0's). Generally used to store software and pictures.
BPS	Bits Per Second is a measurement of the data-transfer rate between two modems. The higher the bps, the higher the speed of the transfer.
Bounced message	Email message "returned to sender," usually because of an address error.
Bye	A logoff command such as "quit" or "exit" or "logout."
cd	Change Directory is a command used at an FTP site to move from a directory to a subdirectory.
cdup	Change Directory up is a command used at an FTP site to move from a subdirectory to its parent. Also chdirup.
CWIS	Campus Wide Information Systems are interactive computing systems and campus networks which usually include directory information, calendars, bulletin boards, and databases.
Compression	Shrinkage of computer files to conserve storage space and reduce transfer times. Special utility programs available for all computers perform the compression and decompression.
Database	A collection of information in a computerized format.

dir	Directory, FTP command used to display the contents of the current directory.
Domain	A classification category used for identifying computers in a network. The names of successive domains are used to form a unique name by which the computer is known to the network.
Download	Transferring of computer files to a hard drive or diskette.
E-mail	Electronic mail is the exchanging of messages electronically via a communications network.
E-text	Electronic text is a book or other text stored on a computer.
FAQ	Frequently Asked Questions is a file compiled for electronic discussion groups and other Internet services to reduce posts about commonplace subjects.
Flame	A violent and usually ad hominem attack against another person posting in a newsgroup or message area.
FTP	File Transfer Protocol is a tool that allows you to transfer files (software, text, etc) from one computer to another on the Internet.
Freenet	Community-based bulletin board system or network. Usually includes information services and interactive communication.
Gateway	A computer that is attached to more than one network and can transfer data between the networks.
GIF	Graphics Interchange Format, files ending in .gif store encoded graphical images and may be viewed with programs that understand GIF. GIF is one of the more popular graphics standards, and is very prevalent at anonymous FTP sites and newsgroups which transmit pictures.
Gopher	A menu-based guide to directories on the Internet, usually organized by subject.
Host	A computer system on which you can hold an interactive session, or which is the source of network services.
IP Address	Internet address assigned to a particular node on the Internet.
LAN	Local Area Networks are a network of computers intended to serve a defined area such as an office building.
Listserv	An electronic discussion group via e-mail which you subscribe to.
Login	An opening procedure to identify yourself to a system as a legitimate user and begin a session. Normally to login you need to give a valid user name and password. Also "logon" is used.

Logout	A closing procedure to formally end a session with a system. Breaking a network connection will not necessarily result in logging you out. Also "logoff" is used.
ls	List is a command that provides simplified directory information at FTP sites. It lists only filenames for the directory, not filesize or date.
mget	An FTP command that transfers multiple files from the FTP site to your local directory. It works with a list of file names separated by spaces or an asterisk used as a wildcard. Typing "mget b*" would transfer all files in the directory with the letter "b" in the names.
Newsgroups	The Usenet message areas, organized by subject.
Node	A single computer within a network.
OPACs	The Online Public Access Catalog or electronic card catalog of a library.
Posting	The sending of a message to a newsgroup, bulletin board or other public message area. The message itself is called a post.
Real-time	The Net term for "live".
Remote machine	Any computer on the Internet you reach from your original Internet location using programs such as FTP or telnet. The machine you start from is often called the "home" or "local machine".
Server	A software program or the computer running the program, that allows other computers, called "clients" to share its resources.
Snail mail	What the U.S. Postal service delivers.
Telnet	A command that allows one computer to connect directly to another computer. May require Login and password.
Usenet	Newsgroups that are similar to public bulletin boards. People may post or read messages from around the world.
Username or ID	Address representing a personal account on a large computer.
Veronica	Very Easy Rodent-Oriented Netwide Index to Computerized Networks is a tool that allows you to search gopher titles by keyword quickly.
WAIS	Wide Area Information Server is a program that allows you to search documents, in certain databases on the Internet, by keyword.
WWW	World Wide Web is a hypertext system that allows you to browse documents and tools on the Internet.

wpwork\internet.gui\intglos.gui
svc\9/95

UGL

OSCAR A. SILVERMAN UNDERGRADUATE LIBRARY
STATE UNIVERSITY OF NEW YORK AT BUFFALO
107 CAPEN HALL ♦ NORTH CAMPUS
(716) 645-2943 ♦ ASKUGL@ACSU.BUFFALO.EDU
http://wings.buffalo.edu/libraries/units/ugl/

INTERNET GUIDE
INTERNET BIBLIOGRAPHY

Aronson, Larry. HTML Manual of Style. Emeryville, CA: Ziff-Davis Press, 1994. (UGL and LML Book Collection) QA76.73 H45 A76 1994

Baczewski, Philip. Internet Unleashed. Indianapolis, IN: Sams Publishing, 1994. (UGL and LML Book Collection) TK 5105.875 I57 I5 1994

Battle, Stafford. The African American Resource Guide to the Internet. Columbia, MD: On Demand Press, 1995. (UGL Reference) TK5105.875 B38 1995

Benson, Allen. The Complete Internet Companion for Librarians. New York, NY: Neal-Schuman, 1995. (UGL and LML Reference) TK5105.875.I57 B46 1995

Christian, Eliot. Connecting to the Internet. U.S. Geological Society, 1994. (UGL Reserve) US Video1/2 I19.76:94-570/Video.

Crumlish, Christian. A Guided Tour of the Internet. San Francisco, CA: Sybex, 1995. (UGL Book Collection) TK5105.875.I57 C78 1995

Dern, Daniel P. The Internet Guide for New Users. New York: McGraw-Hill, 1994. (UGL Book Collection and LML Reference) TK 5105.875 I57 D47 1994

Falk, Bennett. Internet Roadmap. San Francisco: SYBEX, 1994. (UGL Book Collection) TK 5105.875 I57 F3 1994

Federal Internet Source: A Directory of Nearly 300 Sources of Government Information on the Internet, and How to Find and Use Them. Washington D.C.: National Journal, Inc: NetWeek Inc., 1994. (LML Business & Government Reference) TK 5105.875 I57 F42 1994

Gardner, James. A Dos Users' Guide to the Internet. Englewood Cliffs, NJ: Prentice Hall. (UGL Book Collection) TK 5105.875 I57 G37 1994

Gilster, Paul. Finding It on the Internet: The Essential Guide to Archie, Veronica, Gopher, WAIS, WWW (including Mosaic), and Other Search and Browsing Tools. New York: Wiley, 1994. (UGL Book Collection and LML Reference and LML Reserve) TK 5105.875 I57 G53 1994

Gilster, Paul. Internet Navigator. New York: Wiley, 1994. (LML Reference and LML Reserve) TK5105.875 I57 G55 1994

Gilster, Paul. The Mosaic Navigator: The Essential Guide to the Internet Interface. New York: Wiley, 1995. (UGL and LML Book Collections and LML Reference) TK 5105.875 I57 G56 1995

Hahn, Harley. Internet Complete Reference. Berkeley, CA: Osbourne McGraw-Hill, 1994. (UGL Reference) TK5105.875 I57 H3 1994

John, Nancy. Internet Troublshooter: Help for the Logged-on and Lost. Chicago, IL: American Library Association. (LML Book Collection) TK 5105.875 I57 J65 1994

MacLeod, Don. The Internet Guide for the Legal Researcher:A How-to Guide to Locating and Retreiving Free and Fee-based Information on the Internet. Teaneck, NJ: Infosource Pub., 1995. (Law Reference Desk) KF242.A1 M3 1995

Marine, April. Internet--Getting Started. Englewood Cliffs, NJ: PTR Prentice Hall, 1994. (UGL Book Collection and LML Reserve) TK 5105.875 I57 I55 1994

Newby, Gregory. Directory of Directories on the Internet: A Guide to Information Sources. Westport, CT: Meckler, 1994 (UGL Reference and LML Book Collection) TK 5105.875 I57 N49 1994

Notess, Greg R. Internet Access Providers: An International Resource Directory. Westport, CT: Mecklermedia, 1994. (UGL and LML Reference) TK 5105.875 I57 N68 1994

Robison, David F. W. All About the Internet FTP Plus: Learning and Teaching to Transfer Files on the Internet. Berkeley, CA: Library Solutions Press, 1994. (UGL Book Collection) TK 5105.875 I57 R63 1994

Rutten, Peter. Net Guide: Your Map to the Services, Information, and Entertainment on the Electronic Highway. New York: Random House Electronic Publishing, 1994. (UGL Reference) TK 5105.875 I57 R87 1994

Sachs, David. Hands-on Internet: A Beginning Guide for PC Users. Englewood Cliffs, NJ: PTR Prentice Hall, 1994. (UGL Book Collection) TK 5105.875 I57 S33 1994

Thomas, Brian. The Internet for Scientists Engineers:Online Tools and Resources. Bellingham, WA: SPIE Optical Engineering Press, 1995. (SEL Book Collection) TK5105.875.I57 T48 1995

Tolhurst, William A. Using the Internet. Indianapolis, IN: Que, 1994. (UGL Book Collection) TK 5105.875 I57 T55 1994

******For more materials use BISON and choose (1) UB catalog******
******Then, type at the Next Command prompt: k= internet.su.******

***Note: Ask at the UGL Reference Desk for Internet Workshops Schedule

wpwork\internet.gui\internet.bib
svc\9/95

OSCAR A. SILVERMAN UNDERGRADUATE LIBRARY
STATE UNIVERSITY OF NEW YORK AT BUFFALO
107 CAPEN HALL ♦ NORTH CAMPUS
(716) 645-2943 ♦ ASKUGL@ACSU.BUFFALO.EDU
http://wings.buffalo.edu/libraries/units/ugl/

INTERNET GUIDE
TELNET

I. INTRODUCTION

Telnet is a protocol that allows you to login to a site computer on the Internet. It directly connects and interacts with remote computers. Telnet allows you to access library catalogs, databases, weather, sports, and other information sources available on the internet. There are two basic levels of telnet service.

1. **Guest account telnet**. Also known as public access telnet, this level allows you to login to a remote Internet host and use whatever special "public services" are available without the need for a special account and password.

2. **Full privilege account telnet**. This level allows you to login to any internet remote host on which you have an account. When you have an account, you generally have access to many more services than you do with a guest account. To establish an account on a host where you do not have an account, you will probably have to contact the administrator of the host. The administrator will then decide if you should have an account on their host. If the administrator gives you an account, then you will be sent a login name, password, and other pertinent connection information.

II. USING TELNET

Before attempting to telnet it is necessary to know a few things:

1. Internet addresses

Internet addresses can take two forms: letter and numeric. All computers on the Internet have both forms of addresses.

For example, letter: University of California at San Diego

alpha: At Unix prompt type: **telnet pubinfo.ucsd.edu** (letter address of host)
At the login prompt type: **infopath**

numeric: At UNIX prompt type:**telnet 132.239.50.18** (numeric address of host)
At the login prompt type: **infopath**

Internet telnet addresses to computers can be found in a variety of places:
Internet guides, Internet manuals, Searching electronically using Archie, Listserv messages (search the archives), Internet periodicals, Internet-savvy friends.

2. Login and password information

When you connect to another computer you are often queried for a login name and sometimes a password. Sometimes a login screen displays this information and on some systems "newuser" or "anonymous" or "guest" can be used for login. Some computers are closed to outside users.

3. Terminal type

Often when you telnet to another computer you will be asked for your terminal type. The most often use is: ***VT100***.

4. Ending a session

Most telnet sessions use a command like ***logout, logoff, exit, quit, end*** or ***bye***. If these do not work, try typing ***help*** at the prompt. If this does not work try using " ^] " (by pressing the <ctrl> key and right bracket key simultaneously). Other telnet escape commands are: ^_ , ^c , ^d , ^}. I you are at the telnet prompt (**Telnet >**) then type ***quit*** or ***close***. Some systems/commands may already have returned you to your **UNIX account prompt ">"**.

5. Using help

If you need online help, you can obtain a list of telnet commands, by executing the following steps:

A. At your prompt, type: ***telnet***
B. Then at the telnet prompt (**telnet >**), type: ***help***
You will see a list of commands. If you want a more detailed explanation for a specific command.
Then , type: (command) ?
Ex: ***open ?***

*** Note: Ask at the UGL Reference desk for Internet Workshops Schedule.

wpwork\internet.gui\telnet.gui
svc\5/96

OSCAR A. SILVERMAN UNDERGRADUATE LIBRARY
STATE UNIVERSITY OF NEW YORK AT BUFFALO
107 CAPEN HALL ♦ NORTH CAMPUS
(716) 645-2943 ♦ ASKUGL@ACSU.BUFFALO.EDU
http://wings.buffalo.edu/libraries/units/ugl/

INTERNET GUIDE
ARCHIE

I. INTRODUCTION

Throughout the world, there are a number of computers, called Archie servers, that provide a very important service. An Archie server is a tool that allows you to search the Internet to obtain FTP host sites and public filenames to FTP. Archie searches for keywords or directory names and can tell you if a certain public file exists and where it exists. Archie doesn't have a listing for every available file, but it is the most comprehensive tool available.

II. HOW DOES ARCHIE WORK?

At regular intervals, special programs connect to every known FTP host and download a full directory listing of all public files. These lists are stored in what is called the Internet Archives Database. When you ask Archie to look for a file, all it needs to do is check the database. The various Archie server sites around the world each keep track of the FTP hosts in a certain portion of the Internet. For example the Australian Archie keeps track of all the Australian FTP host sites. Ftp hosts are checked about once a week. There are over 2 million files at over 1,500 FTP host sites around the world.

III. ARCHIE SITES

In the table below there are a few Archie server addresses. In order to use Archie you must know the correct address and then telnet to the site.
For example: To telnet to the Archie server in Nebraska, USA.
At your UNIX prompt type: **telnet (Archie server address)**
telnet archie.unl.edu
Once you have connected, at the username prompt type: **archie**.

Location	Internet Address	IP Address
Australia	archie.au	139.130.4.6
Canada	archie.uqam.ca	132.208.250.10
Finland	archie.funet.fi	128.214.6.102
Spain	archie.rediris.es	130.206.1.2
Switzerland	archie.switch.ch	130.59.1.40
USA:New York	archie.ans.net	147.225.1.10

IV. ARCHIE SEARCHING COMMANDS

COMMANDS	DESCRIPTIONS
about	a blurb about Archie
help	tells you about commands
help **command**	describes the function of a specific command
list	lists Archie sites
quit	exits Archie, also "bye" and "exit"
set pager	displays results page by page
site	lists the files at an archie site

V. SEARCHING ARCHIE & INTERPRETING SEARCH RESULTS

Before you do your search, it is beneficial to type **set pager** at the Archie prompt (**archie>**). This will display your results page by page instead of having the results scrolling rapidly in front of you. After you have decided to do this or not, you may then enter your query/search.

Example: archie> **prog chocolate**
archie> prog (search term)

Archie will then give you the FTP host address, last update, directory path which contained the file desired, the size of the file in bytes and file name.

Example: Host **unix.hensa.ac.uk (129.12.21.7)**
Last update 00:48 21 Sep 1993
Location: **/pub/uunet/doc/literary/obi/HM.recipes/TheRecipes**
FILE rw-r--r-- 752 Oct 4 1992 **chewy.chocolate.pie**

Once you have finished searching for FTP sites then you need to type **quit** at the Archie prompt (**archie>**). To get a copy of the file you have just searched for, you need to **ftp** to the host site, change directories (**cd**), and **get** the file. For example to obtain the above file you need to do the following steps:

Example: UNIX prompt> **ftp unix.hensa.ac.uk** <enter/return>
login> **anonymous**
password> **(your email address)**
host prompt> **cd /pub/uunet/doc/literary/obi/HM.recipes/TheRecipes**
host prompt> **get chewy.chocolate.pie**

To see the file you have "downloaded" (transferred to your computer account directory) to your account, you need to type **quit** at the host's prompt. Then type **ls** or **dir** at your computer account prompt.

For further information please see the UGL Internet Guide for FTP.

***Note: Ask at the UGL Reference Desk or look at the UGL Internet Information Center bulletin board for Internet Workshops Schedule.

wpwork\internet.gui\archie.gui
svc\5/96

UGL

OSCAR A. SILVERMAN UNDERGRADUATE LIBRARY
STATE UNIVERSITY OF NEW YORK AT BUFFALO
107 CAPEN HALL ♦ NORTH CAMPUS
(716) 645-2943 ♦ ASKUGL@ACSU.BUFFALO.EDU
http://wings.buffalo.edu/libraries/units/ugl/

INTERNET GUIDE
FTP (FILE TRANSFER PROTOCOL)

I. INTRODUCTION

FTP stands for File Transfer Protocol, it is a special method of transferring files between Internet nodes. In other words, it is a tool that allows you to transfer files between two computers connected to the Internet. FTP can be used in two ways: 1) to copy public files from computer archives worldwide (anonymous FTP); 2) to move your own files from computer to computer.

II. WHAT YOU NEED TO KNOW FOR FTP

Before attempting to FTP any file it is necessary to know (or obtain by using Archie (see section III)) the following information:

* address of the FTP host computer
* directory path -- where the file is on the host computer
* filename

III. ARCHIE

Archie is a tool that allows you to search for FTP sites. Archie searches for keywords in filenames or directory names and can tell you if a certain public file exists and where it is located (FTP site--host computer).

For further information, please locate the UGL Internet Guide on Archie.

II. PUBLIC FILES

There are millions of public files available for FTP on over thousands of remote computers (FTP hosts). These files include: software, electronic texts, journals, newsletters, graphics, data, etc. In order to copy files from other computers it is necessary to connect via FTP to the computer from which you wish to transfer files. Many machines have publicly available files which can be accessed anonymously (without a password or account). When you connect to one of these FTP host computers, login as "anonymous" and use your e-mail address as the password. One of the difficulties in using FTP is knowing the type of file **before** it is transferred to your account. Some systems need to know whether the file contains plain text or some sort of binary data. Another difficulty is that you might not know what is in the file until you retrieve it. A final difficulty is in knowing whether the file you retrieve will work for you. For example if you use a computer running IBM's operating system you will not be able to do much with a Unix shell program. Many files at public FTP sites are compressed to save disk storage space and reduce time needed for file transfer. You will need to decompress or otherwise restore such files before you can use them. You can identify most of these specially-processed

files by the suffixes ("file-extensions") found at the end of the filenames. The table below shows some common suffixes and the program required to put them back into a form you can use. Compressed files must be transferred in the binary mode. At the ftp prompt type "bin" to change the transfer mode to binary before transferring the file.

Suffix	Description	Program Required to Restore
.arc	DOS	arce.com
.hqx	Mac	Unstuffit or BinHex
.sit	Mac	Unstuffit
.ps	Postscript	Postscript printer and fonts
.tar	UNIX	tar - xvf
.zip	DOS	PKunzip
.zoo	Various	MacBooz or zoo201

***NOTE: The UNIX program is installed on the UNIX system already. Just type the program name at the prompt. Use Archie (see section III) to find copies of the DOS and Mac "restore" programs to FTP for your use.

V. SELECTED FTP COMMANDS

These are a basic FTP commands that you will need to locate/transfer files to your account.

COMMANDS	DESCRIPTION
ftp ***remote.host.name***	connects to a remote host computer
quit	quits an FTP session/disconnect from remote site
help	displays FTP help
cd ***directory name***	changes directory
cd/	returns to the root directory
ls	lists files in current directory
bin	changes file for binary transfer(DOS & compressed files)
get ***filename***	copies a file
mget	copies multiple files
put ***filename***	sends a file to **your account directory** (not for anonymous ftp)

***NOTE: Bold/italicized words must be replaced with your own choices.

*** NOTE: Ask at the UGL Reference desk for Internet Workshops Schedule.

wpwork\internet.gui\ftp.gui
svc\5/96

UGL

OSCAR A. SILVERMAN UNDERGRADUATE LIBRARY
STATE UNIVERSITY OF NEW YORK AT BUFFALO
107 CAPEN HALL ♦ NORTH CAMPUS
(716) 645-2943 ♦ ASKUGL@ACSU.BUFFALO.EDU
http://wings.buffalo.edu/libraries/units/ugl/

INTERNET GUIDE
USENET GROUPS

I. INTRODUCTION

Usenet Groups are an alternative way to access electronic discussion groups without subscribing to a LISTSERV. Like LISTSERVS, Usenet Groups provide a forum for net-wide discussions on a variety of topics. The topics of discussion are divided into a variety of newsgroups; there are over 5,000 newsgroups. Since you are not subscribing to the LISTSERV of these groups but the newsgroup, you will not be receiving the messages in your electronic mail account, but can read and send messages at your leisure. How you access Usenet Groups is dependent upon the computer platform you are using (VAX, IBM, UNIX, etc.)

II. NEWSGROUP NAMES

Each Usenet Group name is distinct and reflects the topic discussed in the group. Each name is made up of abbreviations separated by periods and arranged hierarchically. The first part of the name is a code signifying the major category or the group, the other parts give more specific detail about the topic. Some categories are:

alt	controversial groups
bit.listserv	listserv lists
comp	computer groups
k12	education groups(Kindergarten-12th grade)
rec	recreation or hobby groups
sci	science

III. HOW USENET GROUPS WORK

Usenet is a distributed worldwide electronic bulletin board system. Messages are distributed to the thousands of Usenet hosts. Usenet readers read the news groups they are interested in with software that accesses a local Usenet server. The Usenet server retains the messages on the campus Usenet newsfeed machine for a limited period and are then deleted.

IV. ACCESSING USENET GROUPS

1. For VAX account users

You access Usenet groups through what is called NEWSRDR.

1. At your system prompt, type **NEWSRDR**.
2. Through your first trial, NEWSRDR will guide you through the basic steps.

3. When you have started NEWSRDR for the first time you are automatically subscribed to a a few newsgroups useful for new users (you may unsubscribe if you wish).
4. Each time you run NEWSRDR you see a listing of the groups you are currently subscribed to and the number of new articles that are in those groups.

For further information on NEWSRDR, please locate the **CIT (Computing and Information Technology) Jumpstart** guide.

2. For UNIX account users

You access Usenet groups through what is called TRN.

1. At your system prompt, type **trn**.
2. TRN displays messages and prompts you to subscribe to any newsgroups that have been created since the last time you used TRN. Answer **y** or **n**.
3. When you have started TRN for the first time you are automatically subscribed to a few newsgroups useful for new users (you may unsubscribe if you wish).
4. Type **h** if you need more help with the commands. Just follow the instructions on the help screens.

For further information on TRN, please locate the **CIT (Computing and Information Technology) Jumpstart** guide.

***Note: Ask at the UGL Reference Desk for the Internet Workshops schedule.

wpwork\internet.gui\usenet.gui
svc\9/95

OSCAR A. SILVERMAN UNDERGRADUATE LIBRARY
STATE UNIVERSITY OF NEW YORK AT BUFFALO
107 CAPEN HALL ♦ NORTH CAMPUS
(716) 645-2943 ♦ ASKUGL@ACSU.BUFFALO.EDU
http://wings.buffalo.edu/libraries/units/ugl/

INTERNET GUIDE
LISTSERVS

I. INTRODUCTION

Electronic discussion groups, also known as listservs, provide the opportunity for people with a common interest to share information, partake in ongoing discussions of current topics, or get a feel for current issues in a particular discipline, simply by utilizing their e-mail. Electronic Discussion Groups are also good sources for references to discipline-related electronic documents and conference announcements. Messages are sent electronically to the list/discussion group and are then distributed to each subscriber's electronic mailbox by the LISTSERV software as they are posted to the list. In order to receive or send messages from a discussion group, **you must first subscribe**. Lists can be moderated or unmoderated. List owners moderate a list by reviewing all messages, deleting inappropriate ones, and forwarding messages individually or in batches to list members. An unmoderated list means that all messages are posted directly to all members without review by the list owner. Some discussion groups are very active. Messages will accumulate quickly in your electronic mail. It is a good idea to read and discard your mail every day in order to avoid the problems which arise when a mailbox becomes too full to accept new incoming messages.

II. SUBSCRIBING TO LISTSERVS

In order to subscribe you must first learn the address of the listserv which manages the list, and send an electronic message to the listserv requesting that your name be added to the roster of subscribers. This message must follow a specific format in order to be understood by the computer. For example, there is a discussion group called **FILMUS-L** which discusses music for film and television; topics range from reviews of film scores to film-music history & theory to contact information about professionals in the field.

1. To subscribe, send a message to: **LISTSERV@IUBVM.UCS.INDIANA.EDU**
2. Leave the **SUBJECT** line blank.
3. In the body of the message, type the following:

SUBSCRIBE FILMUS-L Phoebe Cates
(LISTSERV COMMAND) (LIST NAME) (YOUR NAME)

Then send the message, however your particular account software requires.
The listserv will send you an electronic message notifying you that it has received your memo and that it has added you to the list. Most lists will also provide you with instructions and tips

for using the list. For example, if you wanted to unsubscribe from **FILMUS-L**. You would need to send a command to the LISTSERV address.

1. To unsubscribe, send a message to: **LISTSERV@IUBVM.UCS.INDIANA.EDU**
2. Leave the **SUBJECT** line blank.
3. In the body of the message, type the following:

UNSUBSCRIBE FILMUS-L
(LISTSERV COMMAND) (LIST NAME)

Then send the message, however your particular account software requires. The listserv will send you an electronic message notifying you that it has received your memo and that it has unsubscribed you from the list.

III. COMMAND CONFIRMATION REQUEST

There are some discussion groups on the Internet that are very busy and have many subscribers. For these high-volume lists, all new subscribers are requested to take an additional step in order to confirm their subscription. If you are subscribing to one of these lists, after you have sent your **subscribe** request to the listserv, you will immediately be sent a confirmation message. The subject will (most often) say **Command Confirmation Request**. This message will contain the next step you need to take in order to confirm your subscription. It is a good idea to write down the exact instructions given to you. It will tell you to "REPLY" to the message and type **OK** in the body of the message (sometimes you might have to type **OK** and then a specific **number** that you will be given). Once you send this, you will get a message telling you that your subscription has been accepted and that you are added to the list. If you do not confirm your subscription by following these steps within 48 hours of your initial **subscribe** request, it will be canceled and you must begin again.

*****NOTE*****

Each listserv has **TWO** addresses:
(1) The **LISTSERV (Ex. listserv@iubvm.ucs.indian.edu)** address is for **COMMANDS** (Ex. subscribe, unsubscribe, index, etc.).
(2) The **LIST (Ex. filmus-l@iubvm.ucs.indian.edu)** address is to **SEND MESSAGES**. Remember that when you send messages **EVERYONE** on the **LIST** address receives the message!

*** **DO NOT** send **COMMANDS** to the **LIST** address, send them to the **LISTSERV** address. ***

IV. PROTOCOL INFORMATION MESSAGE

Once you have subscribed to a list, you will get two initial messages from the Listserv. The first one will be a brief message telling you that you have been added to the list of subscribers. The second one will be a lengthy message giving you detailed protocol instructions for the list -- how to subscribe, unsubscribe, retrieve archived material from the list, and other important information that you will need to successfully use the list to its potential. **It is important that you copy, print or save this message**. You will need to refer to it when you want to get off the list, or use the other features.

V. SENDING MAIL TO A LISTSERV

1. TO SEND MAIL TO THE LISTSERV

When you want to send messages to be posted to **all persons** subscribing to a list, you send mail to the **LIST**. Send your message to the **LISTNAME@ADDRESS**.

Ex.: **FILMUS-L@IUBVM.UCS.INDIANA.EDU**

The subject line of this message should be as descriptive as possible and indicate precisely what your message will be about. In the body of the message, type your message as you would for any electronic mail message.

2. TO SEND MAIL TO THE LISTSERV AS A REPLY

When you want to respond to a **specific message** that someone has posted to the discussion group, and want the group to read your response, take the following steps:

1. While you are still in that particular message that someone has posted, use the e-mail REPLY option provided by your account. (This may differ depending on which platform you are using -- IBM, VAX, UNIX, etc.)
2. Type your message, then send it.
3. The message will appear in each subscriber's electronic mailbox.

3. TO RESPOND TO AN INDIVIDUAL

When you wish to send a message to an individual and not to the entire group, send your message to the **PERSON'S INDIVIDUAL E-MAIL ADDRESS** as indicated in the **HEADER OF THE MESSAGE**. Again, the subject line should be as descriptive as possible. Type and send the message.

VI. SENDING COMMANDS TO THE LISTSERV

When you want to send commands about your participation in the list (subscribe, unsubscribe, etc.), you send mail to the **LISTSERV** address. Leave the **Subject** line blank. In the body of the message, type your command. Listed below are other commands that you might use in the ***TEXT OF A MESSAGE*** *TO THE LISTSERV*. These will work for most, but not all lists. It is important that you copy or save the message which details the command protocol that you receive initially after subscribing. That has all the information you need to utilize these functions.

Command	Function
UNSUBSCRIBE ***NAME OF LIST*** EX: UNSUBSCRIBE FILMUS-L or **SIGNOFF** ***NAME OF LIST*** EX: SIGNOFF FILMUS-L	resign from the list
SET ***NAME OF LIST*** **NOMAIL** EX: SET FILMUS-L NOMAIL	temporarily suspend mail

SET *NAME OF LIST* MAIL EX: SET FILMUS-L MAIL	resume mail
REVIEW *NAME OF LIST* EX: REVIEW FILMUS-L	get list information and subscribers
SET *NAME OF LIST* CONCEAL EX: SET FILMUS-L CONCEAL	conceal your name from list
INDEX *NAME OF LIST* EX: INDEX FILMUS-L	get a list of archived files

VII. IDENTIFYING LISTSERVS

For information on some of the electronic discussion groups that are available, refer to one or more of the sources below.

1. Directory of Electronic Journals, Newsletters, and Academic Discussion Lists Diane K. Kovacs, Copyright 1993.(UGL REF Z286.E43.D57)

A selective list by Diane Kovacs containing descriptions and addresses of a variety of electronic discussion groups with a scholarly emphasis.
There are 3 ways of accessing this list:

1. Gopher access:

University of Saskatchewan
1. At your ready prompt, type: **gopher.usask.ca**
2. Choose: **Computing**
3. Choose: **Internet information**
4. Choose: **Directory of Scholarly Electronic Conferences**
5. You can choose: **Search Directory of Scholarly Electronic Conferences** and enter query or just pick a topic from the list.

2. E-mail access:

1. Send an e-mail message to : **listserv@kentvm.kent.edu**
2. Leave subject line blank and other info lines blank
3. Then in the text of the message, type: **get filename.filetype**
   Ex: get acadlist.art
4. Send the message

3. FTP (File Transfer Protocol) access:

FTP Host: zeus.kent.edu
Directory: library/acadlist

FTP Commands: cd --> change directory
ls --> list
get --> get file/put into account directory
quit --> quit the system/connection to foreign host

1. At your ready prompt, type: **ftp zeus.kent.edu**
2. When prompted for userid, type: **anonymous**
3. At the password prompt, type: yourusername@host.subdomain.domain
   Ex.: V123456A@ubvms.cc.buffalo.edu
4. Then type: **cd library/acadlist**
5. Then type: **ls**
   (use the <break> key to stop the scrolling and the <enter/return> key to resume the scrolling)
6. Then type: **get filename.filetype (from the list that you just looked at)**
   Ex: get acadlist.readme (the file(s) will be transferred to your account directory)
7. Then, type: **quit**

2. *Library-Oriented Lists and Electronic Serials*
Charles W. Bailey Jr.

A selective list by Charles Bailey of library-related electronic discussion groups and electronic journals. In the Reference area of both Lockwood and UGL Libraries.

You can also access this document through the Internet:

1. At the system prompt, type **gopher uncecs.edu**
2. Select **Library Resources**
3. Select **Library Oriented Lists & Electronic Serials**

For further information about this list, contact Charles Bailey at **LIB3@UHUPVM1.UH.EDU**

3. *LISTSERV LISTS*

List Global is an online, interactive program that allows you to search for electronic discussion groups by keyword.

To use:
1. **Send a message to LISTSERV@BITNIC.CREN.NET**
2. Leave **Subject** line blank.
3. In the body of the e-mail message, type:
   LIST GLOBAL/*KEYWORD* (Ex: list global/family)
4. Send the message.
5. In a few minutes you will receive a file called **Listserv Lists** giving you discussion groups that have the keyword you sent. You can print, or download them according to your account instructions.

Note

List Global truncates both the beginning and ending of words. A search for "war," for example, will retrieve posting that contain the words "software," "aware," and "warfare." You will have greater success if you can think of unique words for your search.

4. LOOKUP

LOOKUP is a software for locating listserv addresses. This particular software is only available using the **VAX platform only**.

To use:

1. At the prompt, type: **SETUP LOOKUP**
2. Then, type: **LOOKUP**
3. Now you may do keyword searches on the topic of your choice. Once you have entered the terms press the function key #1 (F1 to perform query) to execute your search. **FOLLOW THE INSTRUCTIONS ON THE BOTTOM OF THE SCREEN** for further instructions.

5. NEW-LIST

NEW-LIST is an electronic discussion group that will leave messages in your mailbox informing you of new discussion groups as they come about. Messages will include the address and brief information about each new electronic discussion group. The list is also used to search for lists of a particular subject matter, and to post changes of list information.

To find out about new discussion lists as soon as they are created:

1. Send a message to **LISTSERV@VM1.NODAK.EDU**
2. Leave the **Subject** line blank.
3. In the body of the message, type: **SUBSCRIBE NEW-LIST *YOUR NAME***
   Example: subscribe new-list Edgar Allen Poe
4. Send the message
5. Whenever a new discussion group is created, you will receive a message in your mailbox with the description and address of the new group.

REMEMBER to **UNSUBSCRIBE** if you do not want to receive any more messages.

1. Send a message to **LISTSERV@VM1.NODAK.EDU**
2. Leave the **Subject** line blank.
3. In the body of the message, type: **UNSUBSCRIBE NEW-LIST**
4. Send the message

***Note: Ask at the UGL Reference Desk for Internet Workshops schedule.

wpwork\internet.gui\listserv.gui
svc\9/95

UGL

OSCAR A. SILVERMAN UNDERGRADUATE LIBRARY
STATE UNIVERSITY OF NEW YORK AT BUFFALO
107 CAPEN HALL ♦ NORTH CAMPUS
(716) 645-2943 ♦ ASKUGL@ACSU.BUFFALO.EDU
http://wings.buffalo.edu/libraries/units/ugl/

INTERNET GUIDE:

CREATING DOCUMENTS FOR THE WEB

What is HTML?

HTML, or HyperText Markup Language, is the language used to write documents on the World Wide Web. Although most browsers display documents in simple text, HTML is currently the main format in which documents are disseminated and read on the Web. HTML documents can include graphics, specific formatting, and even links to other documents. HTML is platform independent so your document may appear similar across varied computers, however overall appearance is always defined by your browser. As such, HTML is concerned more about the structure of the document than the appearance.

HTML is simple enough to use, and when using standard commands you can be assured that your document will be readable by just about any browser. This guide will give you a basic understanding of HTML, the different HTML tags, and how to get started creating your own page.

Getting Started

Type the command **mkhomepage** at your UB UNIX prompt. This will create a directory named public_html that contains a file named index.html. Your homepage will reside in this file, with the proper permissions.

The URL (Uniform Resource Locator) for your homepage is
http://www.acsu.buffalo.edu/~(your username).

When **mkhomepage** is used a default homepage is created. You can change the file to suit your needs by using a text editor to edit your file. At the UNIX prompt change directories by typing **cd public_html** then type **pico index.html**. Remember to use proper HTML (HyperText Markup Language) tags to ensure readability.

For ease in editing, open both your browser and your editor. Switch to the editor. Make any adjustments remembering to save the file with the appropriate command. Switch to the browser and click on the reload button.

BASIC HTML TAGS

A TAG IS A FORMATTING COMMAND THAT ALWAYS BEGINS WITH < AND ENDS WITH >.

The Heading

<html>	The first tag, used by a document to declare itself as a Hypertext Markup Language Document.
</html>	The very last tag, used to close the document.
<head>	The header for the document. It surrounds non-narrative tags that are separate from the body of the document.
</head>	Closes header section
<title>	Contains document title which appears at the top of most web browsers in a separate box. This is the title saved when a document is "bookmarked".
</title>	Closes title.
<body bgcolor + #"000000"	Used to set a background to a specific color. A color chart of numbers is located at http://www.phoenix.net/~jacobson/rgb.html.

The Body

<body>	Delineates the start of the narrative section of the document.
</body>	Closes body section.

Body Headers

<h1>...<h6>	Places the surrounded text into a formatted size, h1 being the largest and h6 the smallest.
</h1>...</h6>	Closes heading.

Body Separators

 	Line break equivalent to a hard return.
<p>	Paragraph break equivalent to two line breaks.
<hr>	Places a horizontal rule across the document.

BODY LISTS

Body Lists

Numbered	
	starts a numbered list.
	designates the individual items within a list.
	closes ordered list.
Unnumbered	
	an unnumbered list within the body delineated by bullets.
	designates the individual items within a list.
	closes the unnumbered list.
Definition	
<dl>	starts a definition list.
<dt>	designates the term which is to be defined.
<dd>	designates the text definition.
</dl>	closes the definition list.

Body Highlights

	emphasizes a word or phrase in italics.
	emphasizes a word or phrase in boldface.

Links

highlighted text
Makes a link to a URL placed in quotation marks, activated by clicking on the word or phrase written in the "highlighted text".

Images

<IMG SRC="/TEXT.GIF"> -LOADS AN IMAGE INTO THE DOCUMENT. THE SOURCE FOR THE IMAGE IN THIS TAG IS THE HTML DOCUMENT'S DIRECTORY. ANY DIRECTORY OR EVEN ANY URL MAY BE INSERTED AS A SOURCE.

THIS IS LEFT BLANK FOR ADDITIONS:

THIS IS LEFT BLANK FOR ADDITIONS:

THIS IS LEFT BLANK FOR ADDITIONS:

THIS IS LEFT BLANK FOR ADDITIONS:

SOURCES FOR FURTHER STUDY

UB WINGS: HOW TO MAKE A HOMEPAGE
HTTP://WWW.ACSU.BUFFALO.EDU/HOW-TO-HP.HTML

BEGINNER'S GUIDE TO HTML (FROM NCSA)

HTTP://WWW.NCSA.UIUC.EDU/GENERAL/INTERNET/WWW/HTMLPRIMER.HTML

EXAMPLE PAGE
HTTP://WWW.DCN.DAVIS.CA.US/~CSANDVIG/IP/EXAMPLE.HTML

COLOR PAGE
HTTP://WWW.PHOENIX.NET/~JACOBSON/RGB.HTML

IMAGES FROM UB
HTTP://WINGS.BUFFALO.EDU/IMAGES/

YAHOO'S LIST OF HTML GUIDES
HTTP://WWW.YAHOO.COM/TEXT/COMPUTERS_AND_INTERNET/SOFTWARE/

Sample Home Page

```
<HTML>
<HEAD>
<TITLE>Title of Sample Home Page</TITLE>
</HEAD>
<BODY>
<H1>Welcome to the first large heading of the sample home
page</H1>
This is the first normal text paragraph of the sample home page. Any word or
phrase can be emphasized in <EM> italics </EM> or <STRONG> boldface
</STRONG> according to your likes.<P>
This is the second paragraph of the sample home page. Notice that the paragraph
tag above will separate them with two hard returns.
<H2>This is the second heading of the sample home page</H2>
Notice it is slightly smaller than the first<BR>
There are two advantages to using HTML:
<OL>
<LI>first advantage
<LI>second advantage
</OL>
This is the same list displayed differently:
<UL>
<LI>first advantage
<LI>second advantage
</UL>
<HR>
<H3>This is the third heading, again smaller. Notice it is separated from the
others by a horizontal rule.</H3>
<H4>Here are two links to interesting sites that might enhance your page</H4>
<UL>
<LI> <A HREF = "HTTP://WWW.PHOENIX.NET/~JACOBSON/RGB.HTML/">color page</A>
<LI> <A HREF = "HTTP://WINGS.BUFFALO.EDU/IMAGES/">image page</A>
</UL>
<IMG SRC = "HTTP://WINGS.BUFFALO.EDU/ICONS/BOOK-BIG.GIF">
This is an image I obtained from the above linked site.
</BODY>
</HTML>
```

UGL

OSCAR A. SILVERMAN UNDERGRADUATE LIBRARY
STATE UNIVERSITY OF NEW YORK AT BUFFALO
107 CAPEN HALL ♦ NORTH CAMPUS
(716) 645-2943 ♦ ASKUGL@ACSU.BUFFALO.EDU
http://wings.buffalo.edu/libraries/units/ugl/

UTILIZING NETSCAPE

What is Netscape:

Netscape is a World Wide Web browser software package. It is one of the most available, allowing you to access Internet resources through a simple point and click graphical interface. For example, if you wish to go to a link within the page you are viewing, click on the highlighted word, phrase, or icon and this will automatically jump you to that site. Many WWW pages will say "Netscape enhanced," meaning certain features of that page will only be available while using the Netscape browser. Netscape accesses Web pages, which are files that have been written in HyperText Markup Language (HTML), using HyperText Transfer Protocol (http). From these pages a user may access other Web pages and information. Netscape has the ability to access other protocol as well, such as FTP, Gopher, and Telnet. Many pages on the Web will contain information in different forms: text, graphics, movies, sounds, and raw data which may be viewed or downloaded using Netscape and the appropriate software.

How to obtain Netscape:

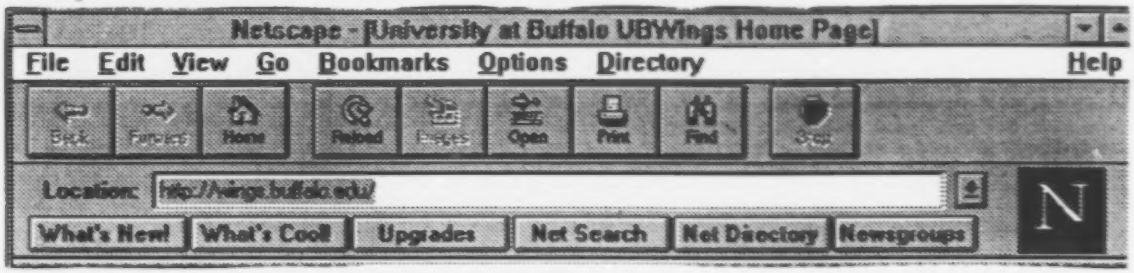
If you are not utilizing a computer with Netscape installed, it may be downloaded and installed free of charge for students. The FTP site for Netscape is *FTP.Netscape.com*. To obtain Netscape via the WWW with another browser, go to *http://www.netscape.com/* and follow the directions at that site. If this site is unavailable or busy "mirror" sites also have Netscape to download. The locations of these sites are also available at the Netscape home page. Installation instructions are included with the download and on the particular location site. Note, in order to run Netscape from home you will need another "helper" software (such as Win/PPP; pick up the guide from CIT) which makes use of a slip port. For more information on this contact the CIT help desk at 645-3542.

To open Netscape:

Locate the Netscape program group and double click on the Netscape icon to open; Netscape is launched.

To utilize Netscape:

By default Netscape opens to the Netscape home page. Since the World Wide Web is composed of Hyperlinks, which appear in color and are underlined on the screen, you can move from one site to another easily. Using your mouse, simply point to and click on it. On top of the Netscape window are tool bars that can help - the Title Bar, the Netscape Menu Bar, the Netscape Toolbar, the Location Bar, and below that the Netscape Directory Bar. Each of these are explained below.


Netscape - [University at Buffalo UBWings Home Page]
File Edit View Go Bookmarks Options Directory Help
Back Forward Home Reload Images Open Print Find Stop
Location: http://wings.buffalo.edu/
What's New! What's Cool! Upgrades Net Search Net Directory Newsgroups
N

The Title Bar:

This merely displays the title of the currently loaded page.

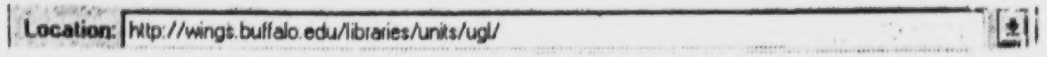
The Toolbar:

The tool bar is the main method by which a user will navigate the Web.

Back	- Click to view the previous page of the history list.
Forward	- Click to view the next page (from whence you came).
Home	- Click to return to the user defined home page.
Reload	- Click to reload the page; useful if the page does not load properly at first.
Images	- Will load inline images if autoloading is turned off. Note: If you care little about images, turning off the autoload will make Netscape run much faster. You may use this button to load the images later if you change your mind.
Open	- Click to manually retrieve a new Web page, then input the address of the site.
Print	- Click to print current page.
Find	- Click to search the current page for specific information.
Stop	- Click to halt the current transfer.

BEST COPY AVAILABLE

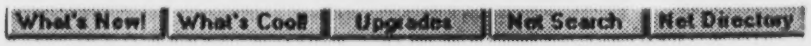
The Location:



This is the address of the web page the user is currently at. To jump to a new site, delete the current URL, then simply type the desired address in the location box and hit enter. You must know the name of the site you wish to go to. If you do not, you may search the web by going to a WWW search engine such as Yahoo (*http://www.yahoo.com*) or by making a logical guess (i.e. NASA - *http://www.nasa.gov* or Apple computers - *http://www.apple.com*).

Netscape Directory Bar:

These buttons are useful for new users to the WWW.



Whats New? - Jumps the user to new sites on the WWW.
Whats Cool! - A "best" list, compiled by Netscape, of sites on the WWW.
Upgrades - The latest information about upgrading your version.
Net Search - Jumps the user to a list of popular Web search engines. This is useful when you don't know where to look for information.
Net Directory - A list of Internet directories, subject oriented.

Netscape Menu Bar:

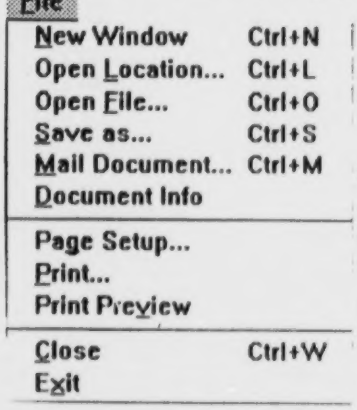
The Menu Bar offers all of the features the Tool Bar and Directory Bar offer, plus more advanced features. Described here are the more used resources in the menu bar.

File Edit View Go Bookmarks Options Directory Help

Action	Command

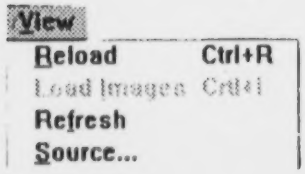
File

This menu will help you determine what you can do with the current document.



*Save as...	Saves document to disk.
*Print...	Prints the current page.
*Close	Closes current Netscape window.

View



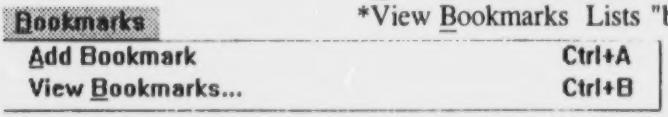
*Reload Will reload most current document.
*Load Images Turn images on or off.

*Source View the HTML of current document

Bookmarks

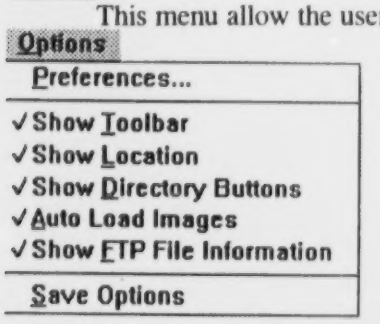
This menu allows the user to record Hyperlinks to their favorite sites.

*Add Bookmark Marks a site for future reference.
*View Bookmarks Lists "bookmarked" sites.



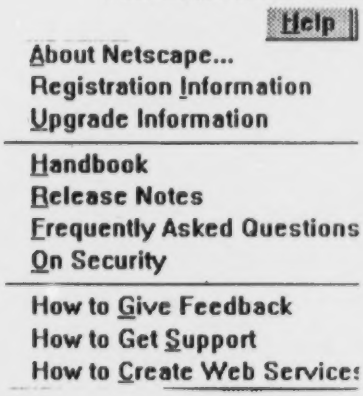
Options

This menu allow the user to decide how their screen will appear.



Help

This menu shows the user how to get more information.



*Handbook Netscape's online manual.

Exiting Netscape:

To exit Netscape double-click on the small box in the top left hand corner of the Netscape window or go to File, Exit.

SYSTEMS AND PROCEDURES EXCHANGE CENTER

POWERPOINT PRESENTATIONS

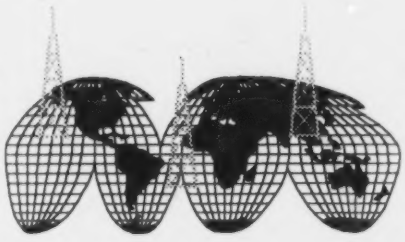
Education Resources Using the Internet

Presented by

Connie Morris & Kathy Shelfer
Strozier Library
Reference Department
Florida State University

What is the Internet?

- Frequently Asked Questions--FAQs
- A Glossary of Terms
- Types of Databases on the Internet



Technology Issues

- Readiness to Use the Internet
  - personal commitment
  - computer literacy
  - budget
  - goals
- Liability
  - accuracy of content
  - responsibility for content development

Educational Resources Available on the Internet

- ERIC: Educational Resources Information Center
  ERIC DIGEST #EDO IR-94-3
  - Guides to Internet Resources
    - Technology Plans; Position papers
  - Lesson Plans
  - Activities
  - Key Pals & Pen Pals
  - Cultural Resources--Libraries & Museums

Key Benefits of the Internet

News travels very fast

Educators work together over great distances

- Electronic Mail (E-Mail)
- Discussion lists (Listservs)
- Usenet, Newsnet (News)

Uses of Electronic Mail

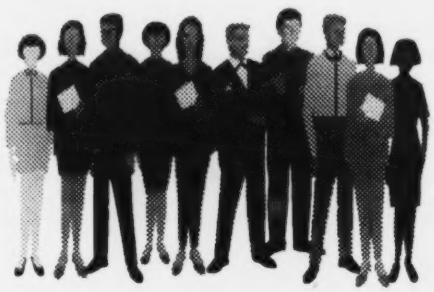
- Person to person communication
- Sending announcements to all the members of a group at the same time
- Information can be sent from one person to all the members of a Topical Discussion List, anywhere in the world without having to know all the mailing addresses

Types of Electronic Mail Software

- Unix
  - elm, pine
- DOS
  - Nupop, Eudora
- Apple Macintosh
  - Eudora

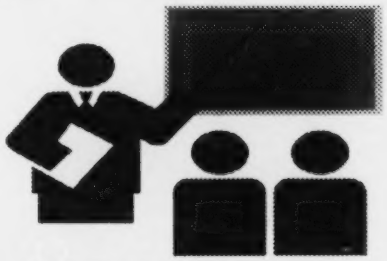
Discussion Lists

- Target specific Interests
- provides a method for individuals with shared interests to communicate
- ERIC Digest
  - EDO IR-94-3



Discussion Lists

- 3 Types
  - moderated
  - unmoderated
  - digests



- Software automatically distributes discussions lists using e-mail
  - **Majordomo** and **Listserv**
  - [list-request]@ [ADDRESS]

Discussion Lists

- Locating Lists
  - ERIC Digest #EDO-IR-94-4

  k-12ADMIN@suvm.syr.edu
  EDPOLYAN@asuvm.inre.asu.edu
  KIDSPHERE-request@vms.cis.pitt.edu

To Subscribe

- TO: [list]
- From: [default]
- Subject [leave blank]

- Body:
  - sub [list] [real name]

An Example: Educational Policy

- TO: listserv@asuvm.cis.pitt.edu
- FROM: (automatic)
- Subject: (leave blank)

- sub EDPOLYAN Kathy Shelfer

Another Example: Educator's Network

- TO: listserv@uhccvm.uhcc.Hawaii.edu
- FROM: (automatic)
- Subject: (leave blank)

- sub ENET-L Kathy Shelfer

To Cancel a Subscription

- TO: [list]
- From: [automatic]
- Subject: [leave blank]

- Body:
  - unsub [list] [real name]

An Example:

- TO: listserv@vm1.nodak.edu
- FROM: (automatic)
- Subject: (leave blank)

- unsub KIDLINK Kathy Shelfer

More Listserv Commands

• Help or Information	• help [or info]
• During Vacation	• set [listname] nomail
• Back to Work	• set [listname] mail
• Who Subscribes?	• rev [listname]
• List of archives	• index [listname]
• Get a copy of a file	• get [filename] [filetype]
• How to Search an archive using LISTDB	• info database

Combining Commands

- TO: listserv@asucad.asu.edu
- FROM: (automatic)
- Subject: (leave blank)

- get EDPOLYPLAN LOG9206 F=Mail
- get EDPOLYPLAN LOG9506 F=Mail

ERIC Archives Discussion Lists for Educators:

gopher://gopher.ericse.ohio-state. edu

-

gopher://ericir.syr.edu

-

gopher://info.asu.edu

Usenet/Newsnet

There are thousands of forums on specialized topics in the internet which appear and disappear. Here are some Examples:

- k12.chat.elementary
- k12.ed.soc-studies
- k12.ed.math

Usenet News Filters

- **News Readers**--Software for selecting and reading only relevant news (i.e., Trumpet)
- **Digest** forms of Lists News filter
  - e-mail to: netnews@db.stanford.edu
- **Netpages**:
  - e-mail to sestrada@aldea.com

Telnet, FTP (File Transfer Protocol), gopher and the World Wide Web

- Locate current articles
- locate research reports
- share research results

Types of Servers and their Capabilities

- **Gopher**
  - text files can be selected from a menu
  - some versions can display some types of graphics
  - links to files on other gopher servers

- **WAIS**--Wide Area Information Server
  - text-based search of indexed files
  - results are displayed in order of their relevance to the search

- **FTP**--File Transfer Protocol
  - Archives of Files which can be downloaded
  - **Anonymous FTP** does not require an account on the machine which hosts the files

- **World Wide Web**
  - Can display formatted text files
  - graphics can be embedded in text files
  - Supports Forms
  - Links to files on other servers
  - Connects to telnet, gopher, WAIS, and FTP

Lynx, Mosaic & Netscape

helper applications, viewers

Advantages

- **Gopher**
  - Very easy to set up
  - Requires very little training
  - Can use inexpensive computers
- **World Wide Web**
  - Extremely flexible
  - Looks very nice
  - Can handle documents with embedded links
  - music, video and more

Programs to Search the Internet

- **Veronica**
  searches keywords in gopher menus
- **Archie**
  - searches keywords in filenames
  - finds files which can be downloaded using FTP
- **WAIS**
  indexed; ranked by relevance
- **"finger"**
  - finds a person
- **WHOIS** (White pages)
  - gopher to rs.internic. net

Searching the World Wide Web

- **Lynx** (see only text, not images or sounds)
  - identifies and uses links to other documents embedded in the files which is on the screen
- The World Wide Web "**Browsers**" see and hear almost everything in the internet
  - **Lycos**
  - **WebCrawler**
  - **World Wide Web Worm (WWWW)**
    http://cui_www.unige.ch/meta_index.html

The Internet: A Resource Bibliography for Educators

U.S. Government Resources for Education

- **The Executive Branch and Cabinet Agencies**
- **Independent Agencies**
- **The Legislative Branch: Congress and Congressional Agencies**
- **The Judicial Branch: Judiciary and International Law**

How to Get Government Gophers

- Gopher gopher.fsu.edu
  - Libraries.../electronic books/Virtual Reference Desk/gopher groups/
  - United States GOVERNMENT gophers

The Executive Branch

THE WHITE HOUSE HOME PAGE

- **http://www.whitehouse.gov**
- **http://www.whitehouse.gov/White_House/html/Publications/Publications.html**
  http://www1.ai.mit.edu/retrieve-documents.html
- **gopher://wiretap.spies.com**

The Cabinet Agencies

Dept. of Education

gopher://gopher.ed.gov: 70/11/

- http://www.ed.gov

ERIC (Educational Resources Information Center)

- telnet ericir.syr.edu, login as gopher; hit return 3 times

- ASKERIC
  - askeric@ericir.syr.edu (mail)
  - http://eryx.syr.edu

- **Dept. of Commerce--NTDB**
  gopher://gopher.esa.doc.gov
  gopher.stat-usa.gov
  - Country Studies, international trade

- **Dept. of Agriculture--**
  http://www.usda.gov
  http://www.usda.gov/topics/alpha.html
  - National Child, Youth and Family
  gopher://cyfer.esusda..gov:70/

The Legislative Branch: Congress

- Monitoring Legislation
  - **http://thomas.loc.gov**
  - **gopher.legislate.com**

- The Library of Congress
  - **gopher marvel.loc.gov**
    /government information/
  - **http://lcweb.loc.gov/**
  - **http://www.loc.gov**

Congressional Agencies

- General Accounting Office Reports
  - gopher://dewey.lib.ncsu.edu
    - NCSU's "Libraries without Walls/ Study Carrells/Government and Law

The Judicial Branch

- Supreme Court Decisions
  - http://www.law.cornele.edu/supct
- International Law
  - http://www.law.indiana.edu

State Departments of Education

- gopher://marvel.loc.gov:70/11/global/socsci/edu/depts
- Michigan:
  - gopher://gopher.mde.state.mi.us
- California:
  - gopher://goldmine.cde.ca.gov
- New York:
  - gopher://unix5.nysed.gov

Universities

- California State University
  - International Education bulletin Board
  - telnet://nis.calstate.edu, login intl
- Florida Tech Education Gopher
  - general reference
  - gopher://gala.sci-ed.fit.edu

School Finance

- International Accounting Network
  - http://ANet.scu.edu.au/anet/index.html
- Pawws--Wall Street on the Internet
  - http://pawws.secapl.com

More Finance Information

- http://nestegg.iddis.com/charts/html/index.html
- http://networth.galt.com/www/home/networth.html
- http://www.scubed.com:8001/index.shtml
  - ftp://ftp.scubed.com/pub/proffer/tax
- http://gnn.com/gnn/meta/finance/res
- http://fid-inv.com

International Sources

- Italy
  - http://www.mi.cnr.it/WOI
- Mexico
  - http://info.pue.udlap.mx/mexico-facts.html

Hospitality/Tourism

- Disney
  - http://biomed.nus.sg/MOE/sch/disney/disney.html
  - http://biomed.nus.sg/MOE/sch/disney/ebk

Helpful Servers

- Yahoo
  - http://www.yahoo.com
- Rensselaer Polytechnic Institute
  - http://www.rpi.edu/~okeefe/ business.html
- Whole Internet Catalog
  - http://www.digital.com/gnn/wic/index.html
  - http://198.214.57.13/tec/internet.html
  - http://www.univ-savoie.fr/www/listes.html
  - http://info.cern.ch/hypertext/DataSources/by Subject/Overview.html

Cultural Resources

- Arts & Entertainment
  - http://nearnet.gnn.com/wic/art.toc.html
- World Arts Resources
  - http://www.cgrg.ohio-state.edu
- Classics
  - http://mailer.fsu.edu:80/~cgatlin
- Literature
  - gopher://gopher.joeboy.micro.umn.edu

INTRODUCING THE INTERNET

© 3/2/95

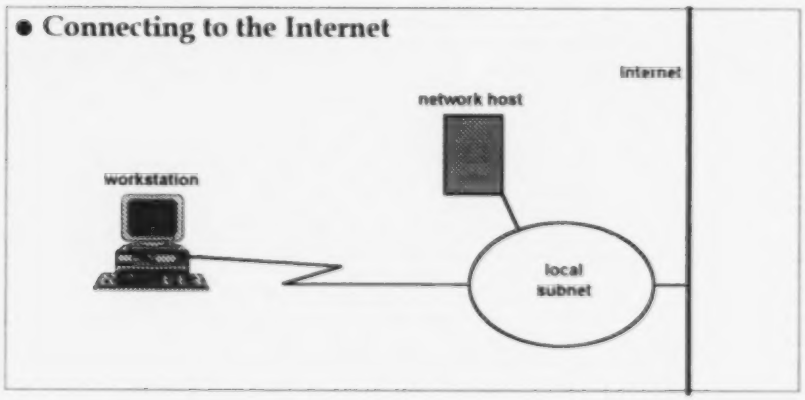
What is the Internet?

- **Originated in 1969 as an experimental network by the Department of Defense.**
- **It enabled scientists to communicate among themselves and by 1972 it also included 50 universities and military research sites.**
- **During the 1980's , several other networks sprang up and were interconnected.**
- **Today, the Internet combines networks of academic, military, government, and commercial entities from the U.S. and over 100 other countries.**

Getting Started

- Access - Computer Labs or personal computer (need computer, modem, communication software, phone line).
- Account necessary to do e-mail.
- Or use Computer Labs Netscape without an account (cannot do e-mail).
- Lynx available in the LUIS menu.
- Learn the systems.

Connecting to the Internet



136

Tools for Accessing Information on the Internet

- ELECTRONIC MAIL (e-mail)
  - send & receive information using computers
- TELNET
  - remote logon to locate and use software and data housed on other (remote) machines
- FILE TRANSFER PROTOCOL (FTP)
  - send and/or receive files & programs
- GOPHER
- WORLD WIDE WEB (Lynx/Mosaic/Netscape)
  - browse and use remote files & programs

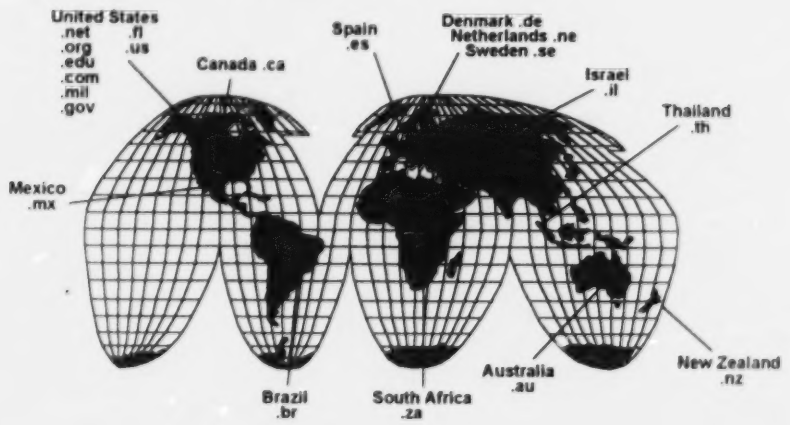
Getting an account - undergraduates

- If e-mail is required for class, it is free for that semester.
- Call 644-2591 to purchase an account from ACNS.
  - E-mail account ($10 per semester)
  - Access to usenet news groups, like bulletin boards and can use UNIX commands ($25 per semester)
  - PPP account which provides access to programs such as Netscape, Mosaic, FTP, etc. ($100 per semester)
- Tallahassee Freenet provides accounts free of charge. Call 921-0822 for more information.
- Commercial Services (American Online, CompuServe, Prodigy, etc.)

Internet Addresses

- **Users**
  - userid@host.institution.domain
  - e.g., cmorris@mailer.fsu.edu
- **Computers**
  - host.institution.domain
  - e.g., mailer.fsu.edu
- **Domains**
  - .edu = education
  - .gov = government
  - .com = commercial
  - .mil = military
  - .net = network provider
  - .org = organization
  - .us = United States
  - .fr = France
  - .nz = New Zealand
  - .au = Australia
  - .jp = Japan
  - .ca = Canada

The Internet Today



138

BEST COPY AVAILABLE

Types of Electronic Mail Software

- UNIX
  - elm
  - pine
- DOS/Windows
  - Nupop
  - Eudora
- Apple Macintosh
  - Eudora

Send Mail ...

- Person to person communication
- Send announcements to all the members of a group at the same time
  - Aliases
- Send information to all members of a topical discussion group anywhere in the world without knowing their addresses
  - Mail reflectors
  - Listservs

Alias File

- Similar to an address book.
- Alias file can be set up to send mail to individuals or to a group of people.
- Enter "a" to access your alias file.
- Follow commands on the screen to add, delete, and update alias file.
- n to set up a new alias.
- d to delete an alias.
- r to return to messages and update alias file.
- j or k to move forward and backward through your alias file.

Sample Mail Message

Message 3:

From: tdactyl@unix.state.EDU Thu May 21 22:34:47 1992

Date: Thu May 21 92 22:34:47 PDT

From: tdactyl@unix.state.EDU (Gomez Addams)

Message-Id: <9301112003.AA08054@ucscm.UCSC.EDU>

To: kshelfer@mailer.fsu.edu

Subject: Reference questions

Hi, (1)How many countries in the world? (2) Who is in Clinton's cabinet today? (3) What are the museum hours at the Louvre? Isn't email great? We sure could have used this in the old days to get reference help! - Terry

Sending Messages

- **m** to mail a message.
- **r** to reply to a message from an individual.
- **g** to reply and forward a reply to the entire group to which the original message was mailed.
- **f** to forward a message to another person or a group.

Discussion Groups (Listservs)

- Listservs are discussion groups on many different topics conducted by e-mail.
- Participants subscribe to a certain list (or lists) and receive all the messages posted to the list.
- Subscribers may post a query or present an issue to the group to get an answer to a question or to stimulate discussion.
- Lists often have a moderator who manages the information flow and content.

Examples of Listservs or Discussion Groups include:

- **trek-review-l@cornell.edu**
- **folktalk@wmvm1.cc.wm.edu**
- **foodwine@cmuvm.csv. cmich.edu**
- **humor@uga.cc.uga.edu**
- **travel-l@trearn.bitnet**
- **offroad@ai.gtri.gatech.edu**
- **forkni-l@psuvm.psu.edu**
- **screen-l@ua1vm.ua.edu**
- **dorothyl@kentvm.kent.edu**

Subscribing to Discussion Groups

To: [list]
From: [default]
Subject: [leave blank]
---------body----------
sub [list] [real name]

To: listserv@kentvm.kent.edu
From:
Subject:
----------body----------
sub dorothyl Connie Morris

Canceling a Discussion Group

To: [list]	**To: listserv@kentvm.kent.edu**
From: [default]	**From:**
Subject: [leave blank]	**Subject:**
---------body----------	**----------body----------**
unsub [list] [real name]	**unsub dorothyl Connie Morris**

More Listserv Commands

• **help/information**	**help [or info]**
• **during vacation**	**set [listname] nomail**
• **back to work**	**set [listname] mail**
• **who subscribes?**	**rev [listname]**
• **List of Archives**	**index [listname]**
• **get me the file**	**get [filename] [filetype]**
• **Searching archives using LISTDB software**	**info database**

E-Mail Etiquette

- **Never commit anything to e-mail that you would not want to become public knowledge.**
- **Don't send abusive, harassing, or bigoted messages.**
- **Be very carefuly with sarcasm.**
- **Read your message before you send it and decide if you'll regret it in the morning.**
- **"Lurk" (read the discussion) on a mailing list for about a week before participating. This allows you to see the tone and content of the discussions.**

What to do with messages...

- **To keep too many messages from piling up:**
  - d to delete a message
  - SHIFT > to file to a mailbox or folder
  - You are prompted with a folder name (sender of message) which you can accept
  - Or change (=name of folder) to file by topic
  - Folder names should be memorable and obvious, not abbreviated
- **Your folders are:**
  - storage system for messages you want to keep and refer keep and refer to later
- **To look at your folders:**
  - c to change to your folders
  - * to look at all your folders
  - =name of folder to change to a particular folder
  - You should go through and delete obsolete files from your folders from time to time.

Usenet/Newsnet

Forums on specialized topics which appear/disappear
Examples: k12.chat.elementary
alt.travel

- **News Readers**
  - **software for selecting and reading only relevant news**
  - **TRUMPET newsreader software**
- **Digest forms of lists**
  - **e-mail to netnews@db.stanford.edu**
- **Netpages**
  - **e-mail to sestrada@aldea.com**

Telnet, File Transfer Protocol

- **Locate current articles, full-text books**
- **Locate research reports, statistics**
- **Share research results**

Remote Logon

- TELNET
- **Access to Online Services**
  - Compuserve, America Online
  - telnet dialog.com
- **Online catalogs**
  - LUIS
    - telnet luis.nerdc.ufl.edu
    - tn3270 luis.nerdc.ufl.edu
- **If you telnet, the effect is the same as using a modem to dial up another computer.**
- FILE TRANSFER PROTOCOL (FTP)
- **File transfer means to copy the files from one system to another.**
- **Files transfer as:**
  - ASCII is a text file
  - Binary is anything else
- **Logon as anonymous.**
- **Be careful when transferring files, you may transfer viruses as well.**

Extended Services--Servers

- **Gopher Servers--U. Minnesota "Golden Gophers"**
  - Menu-driven
  - Distributed network
- **WAIS - Wide Area Information Server--Thinking Machines Corp.**
  - Full-text relevance-ranked indexing and retrieval
- **World Wide Web/WWW/W3--CERN, European Particle Physics Laboratory**
  - Graphic hypermedia-based network navigation
  - Lynx, Mosaic, Netscape

Advantages

- Gopher
  - sets up information into menus which access thousands of databases, library catalogs, discussion groups, etc. from around the world
  - requires little training
  - can use older computers
  - text files only (no graphics)
  - select text files from menu
- WORLD WIDE WEB
  - based on the concept of HyperText, where one document can have links to other documents with related information
  - can select highlighted HyperText link to move easily from one document to the next
  - HyperText Markup Language (html) is the language of most documents on the WWW

Gopher Search Engines

- **archie--McGill University**
  - Index of FTP archives
  - Searches key words in file names
- **VERONICA**
  - searches keywords in gopher menus, submenus
- **Jughead**
  - like VERONICA, but searches local servers
- **WAIS**
- **"finger"--find a person**
- **WHOIS (white pages)**

147

Searching the World Wide Web

- **HyperText Transfer protocol (http)**
  - **http://**
- **LYNX**
  - **text-based option which identifies but cannot display graphics/sound/video**
- **Mosaic**
  - **first, slower, fewer options**
- **Netscape**
  - **70% market share, faster, more options**

How to find things on the Web

- **Menu**
  - **Select highlighted entries to navigate through the information.**
- **URL**
  - **Enter a URL to go directly to an entry.**
- **Searching by keyword**
  - **Use for navigation when you don't know where to start or are looking for new resources.**
  - **Can find lost of irrelevant information and often takes a long time to get results if the network is very busy.**

148

Uniform Resource Locator (URL)

- URL is a system that the World Wide Web uses to standardize the addresses and define the locations of Internet resources.
- URL consists of:
  - protocol (http, gopher, telnet, ftp)
  - which computer (host) contains the information
  - the path that must be traveled to locate the item
  - the name of the item you want
- The syntax is:
  - protocol://hostname/file-path-and-name
  - WWW example: http://www.clas.ufl.edu/CLAS/american-universities.html
  - gopher example: gopher://sci-ed.fit.edu

Sample URL's to try

- http://biomed.nus.sg/MOE/sch/disney/ebk
- http://tjwww.stanford.edu/adventure.html
- http://marvel.loc.gov
- http://www.whitehouse.gov
- http://www.cnn.com
- http://sportsline.com
- http://nextdch.mty.itesm.mx/~plopezg/Kaplan/Hitchcock.html
- http://www.thex-files.com
- http://www.webbed.com/sports/
- http://www.weather.com/

Web Browsers (*http://cuiwww.unige.ch*)

- Yahoo
  - http://www.yahoo.com
- Lycos
  - http://lycos.cs.cmu.edu
- WebCrawler
  - http://www.webcrawler.com
- World Wide Web Worm
  - http://cui_unige.ch/meta_index.html
- Cognito!
  - http://www.cognito.com:8000

Saving favorite Web sites

- Write down the addresses (URL's).
- Bookmark a site.
  - Add a bookmark.
  - Use "Go" menu bar command to see what sites you have visited.
- Print a document.
  - Use "Print" button bar or "File" menu bar.
- Save files to a disk
  - Use "File menu bar.

Evaluating Web Sites

- **Currency**
  - When was it last revised.
  - Is it important the information be curent.
- **Information provider cited?**
  - Is the provider giver, and well-known in the discipline?
- **Institutional affiliation**
  - Business, university, private, private individual.
- **Purpose of site or page?**
  - For fun, business site, research institution?
- **Channel for feedback?**
  - E-mail address to contant information provider.

How do you cite a Web page in your bibliography?

- **Author's last name, first name. "Title of Work." Title of Complete Work. [protocol and address] [path] (date of message or visit).**

- **Walker's Style guide - URL:**
  - http://www.cas.usf.edu/english/walker/mla.html

151

SYSTEMS AND PROCEDURES EXCHANGE CENTER

EVALUATION INSTRUMENTS

ASSOCIATION OF RESEARCH LIBRARIES OFFICE OF MANAGEMENT SERVICES

Florida State University

Date:_____

WORKSHOP EVALUATION FORM

Workshop Attended _____
Your Department/Affiliation _____

SA=STRONGLY AGREE; A=AGREE; N=NO OPINION/NOT APPLICABLE;
D=DISAGREE; SD=STRONGLY DISAGREE. Please circle your response.

1. The content of the workshop was relevant to my needs.	SA	A	N	D	SD
2. The workshop gave me new ideas for approaching library research.	SA	A	N	D	SD
3. The instructor was knowledgeable about the materials covered.	SA	A	N	D	SD
4. The instructor effectively conveyed that knowledge.	SA	A	N	D	SD
5. The instructor was responsive to questions.	SA	A	N	D	SD
6. The workshop was worth my time.	SA	A	N	D	SD
7. I would recommend this workshop to others.	SA	A	N	D	SD

8. List specific things you liked about this session.

a._____

b._____

9. List specific things that would improve this session.

a._____

b._____

PLEASE RETURN THIS EVALUATION BY THE END OF THE WORKSHOP.
THANK YOU.

THE UNIVERSITY OF MICHIGAN
Dentistry Library

CLASS EVALUATION
BASIC NETSCAPE NAVIGATION

1. Please check the category that applies to you:

   ☐ Faculty
   ☐ Staff
   ☐ Resident
   ☐ Student

2. Please circle the number that reflects your opinion of the following items regarding this workshop.

	Strongly Agree			*Strongly Disagree*
a. The objectives of the workshop were clearly stated	4	3	2	1
b. The workshop was well organized.	4	3	2	1
c. The content of the workshop was useful.	4	3	2	1
d. The instructor was well prepared.	4	3	2	1
e. The instructor was easy to follow.	4	3	2	1
f. The instructor was willing to stop and clarify points.	4	3	2	1
g. An appropriate amount of information was provided.	4	3	2	1
h. Adequate help was available when I needed it.	4	3	2	1
i. The handouts distributed were clear and easy to follow.	4	3	2	1
j. The hands-on practice was valuable.	4	3	2	1

2. Other topics that you wish were covered in this class that weren't:

   _____
   _____
   _____

3. Other Library or Internet resources that you would like the Dentistry Library to offer classes on:

   _____
   _____
   _____

4. Would you recommend this workshop to other people?

   ☐ Yes ☐ No

5. Please write any other comments here:

   _____
   _____
   _____

Thank you for your evaluation and comments!

eval.doc
3/96

TRAINING EVALUATION National Library of Canada

Name: (Optional) _____ Date: _____

Course: _____

Trainer: _____

1 = Strongly Disagree 2 = Disagree 3 = Agree 4 = More than agree 5 = Strongly Agree

1.	The trainer had sufficient knowledge of the course material.	1	2	3	4	5
2.	The trainer was very supportive during the hands-on practice.	1	2	3	4	5
3.	The trainer communicated the material clearly.	1	2	3	4	5
4.	The material was well organised.	1	2	3	4	5
5.	The course material will become useful reference materials back on the job.	1	2	3	4	5
6.	There was enough time to learn an adequate number of key skills.	1	2	3	4	5
7.	I will apply at least half the skills included in the course on my job.	1	2	3	4	5
8.	I will apply the skills I learned today to my job within one week.	1	2	3	4	5
9.	If/when applied, the skills I learned will have a positive impact on how I do my job.	1	2	3	4	5
10.	What I learned today will allow me to help my co-workers with this software.	1	2	3	4	5

11. The parts of the training that I especially liked were:

_____

_____

_____

_____

_____

12. I would recommend the following changes:

_____

_____

_____

_____

_____

13. Relative to other comparable courses I've attended, I'd rank this course as:

1.One of the worst 2.Fair-to-Average 3.Good 4.Very Good 5.One of the best

INSTRUCTION ASSESSMENT

Zimmerman Library Instruction Services **University of New Mexico**

Course Instructor: **Date:**

Library Instructor: **Time:**

We want to know if you found this session helpful. Please take a moment to answer these questions. Thank you for helping us to serve you better!

1. *I have a better understanding of how to do library research after attending this session.*

   ❒ strongly agree ❒ agree ❒ disagree ❒ strongly disagree

2. *I learned new skill(s) as a result of this session.*

   ❒ strongly agree ❒ agree ❒ disagree ❒ strongly disagree

3. *I found the content of this session useful.*

   ❒ strongly agree ❒ agree ❒ disagree ❒ strongly disagree

4. *I found the presentation clear and easy to understand.*

   ❒ strongly agree ❒ agree ❒ disagree ❒ strongly disagree

5. *I found the handouts useful.*

   ❒ strongly agree ❒ agree ❒ disagree ❒ strongly disagree

6. *I feel that the presenter communicated concepts and strategies effectively.*

   ❒ strongly agree ❒ agree ❒ disagree ❒ strongly disagree

7. *Is there anything we could have done that would have made this session more helpful to you?*

8. *Do you have any unanswered questions?* ❒ No ❒ Yes
   If so, what...

Navigating LIBROS: Session Evaluation

Zimmerman Library Instruction Services **University of New Mexico**

We want to know if you found this session helpful. Please take a moment to answer these questions.

1. *I feel that the presenter communicated concepts and strategies effectively.*

   ❒ strongly agree ❒ agree ❒ disagree ❒ strongly disagree

2. *I have a better understanding of how to use LIBROS after attending this session?*

   ❒ strongly agree ❒ agree ❒ disagree ❒ strongly disagree

3. *What is the main point you learned in the session today?*

4. *What are the main, unanswered questions you leave the session with today?*

5. *Are you aware the the UNM General Library offers a three credit hour course (LIBR 220, Introduction to Research Strategies)?*

   ❒ Yes ❒ No

6. *What other workshops would you like the Library to offer?*

OVER TO COMPLETE

7. *How did you find out about "Navigating LIBROS"?*

- ❒ LOBO ad
- ❒ Instructor
- ❒ Friend
- ❒ Reference Desk
- ❒ Library Instruction Session

8. *Was the offer of a free photocopy card the reason you came to the session?*

❒ Yes ❒ No

9. *What is your status?*

- ❒ Freshman
- ❒ Sophomore
- ❒ Junior
- ❒ Senior
- ❒ Master's candidate
- ❒ Ph.D. candidate
- ❒ Faculty/Instructor
- ❒ Staff

10. *COMMENTS:*

INS-025 (6/11/96 Kimberly Valdez)

Network Resources Evaluation

Workshop:_____ Date:_____

Please rank the categories below on a 1-10 scale:

Poor **Excellent**

1 2 3 4 5 6 7 8 9 10

General Effectiveness in Presentation of Material _____
Comments:

General Organization of Material _____
Comments:

Overall Content of the Class was Useful & Practical _____
Comments:

Length of Class was Suitable and Met My Needs _____
Comments:

Instructor's Knowledge of the Material _____
Comments:

Please share any other comments about the program:

Can you make suggestions that would improve this training?

University of South Carolina
Form used by University Libraries, Computer Services, and Human Resources for all training

UGL

OSCAR A. SILVERMAN UNDERGRADUATE LIBRARY
STATE UNIVERSITY OF NEW YORK AT BUFFALO
107 CAPEN HALL ♦ NORTH CAMPUS
(716) 645-2943 ♦ ASKUGL@ACSU.BUFFALO.EDU
http://wings.buffalo.edu/libraries/units/ugl/

WORKSHOP EVALUATION

CONTENT:

1. Overall rating of the workshop?
___Excellent ___Good ___Average ___Poor

2. Have you ever attended a UGL Workshop Before?
___Yes ___No

3. Would you attend another workshop on another topic?
___Yes ___No

4. Was the information useful to you?
___Yes ___No
Why or why not?

5. Was the workshop. . .
___Long ___Short ___Just Right
Why?

INSTRUCTOR(S):

6. Did the instructor(s) go too quickly? ___Yes ___No ___Somewhat

Did the instructor(s) know the subject matter? ___Yes ___No ___Somewhat
Did the instructor(s) present clearly? ___Yes ___No ___Somewhat
Did the instructor(s) answer questions? ___Yes ___No ___Somewhat

7. How did you hear about this workshop?
___Student newspaper(s) ___Friend/Instructor ___In-Library publicity

___Internet ___Inquired on own ___Other_____

PLEASE, WRITE ANY COMMENTS ON THE BACK OF THIS FORM. THANK YOU.

THANK YOU FOR ATTENDING THIS WORKSHOP AND FOR TAKING THE TIME TO COMPLETE THIS EVALUATION.

167

NEW INFORMATION CONNECTIONS:
BIBLIOGRAPHIC DATABASE MANAGEMENT WORKSHOPS

UW-MADISON LIBRARIES

EVALUATION

Name of Workshop_____

Date:_____

PLEASE CIRCLE THE APPROPRIATE RESPONSE:

1. Status: Undergraduate student Graduate student

   Library Staff Faculty Other

2. Your department or major:

3. What computer do(or will) you use to access a bibliographic database management program?

   MAC PC Other_____

4. How well organized was this workshop?

   1 2 3 4 5
   Poor Average Excellent

5. Was the subject matter that was presented useful?

   1 2 3 4 5
   Not at all Somewhat Very Useful

6. Were the handouts useful?

   1 2 3 4 5
   Not at all Somewhat Very Useful

7. Was the length of the session:

   1 2 3 4 5
   Too Long About Right Too Short

PLEASE TURN TO OTHER SIDE

8. Was the level of the presentation:

1	2	3	4	5
Too Basic		About Right		Too Advanced

9. What did you learn in this workshop that was most helpful?

10. Are there any major areas covered in this workshop that you still fell confused about or would like like more information on?

Yes No

If yes, what are they?

11. Would you prefer to attend a workshop like this if it were offered in the evenings? YES NO On Saturdays? YES NO

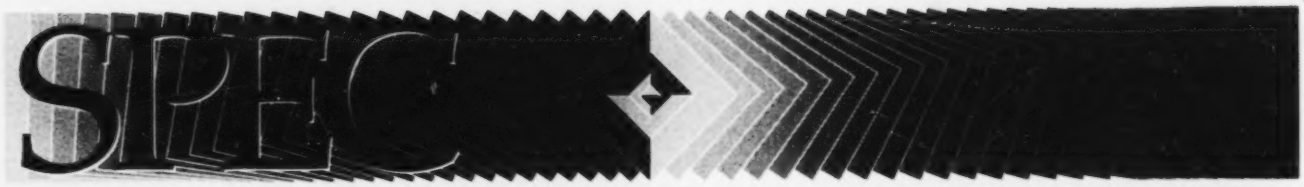
12. Additional Comments:

Please return completed form to the workshop instructor or send it to:

Library User Education Office
443D Memorial Library
University of Wisconsin-Madison
Madison, WI 53706

THANK YOU!

evalnic.bdm



SYSTEMS AND PROCEDURES EXCHANGE CENTER

SELECTED READINGS

ASSOCIATION OF RESEARCH LIBRARIES

OFFICE OF MANAGEMENT SERVICES

Baker, B. and M.E. Litzinger, eds. The Evolving Educational Mission of the Library. Chicago: Association of College and Research Libraries, 1992.

Basile, Abbie J. Sidebar: additional resources. *Reference Services Review* v. 23 no2 ('95) p. 8.

Blurton, C. "Using the Internet for Teaching, Learning and Research" In D.F. Halpren & Associates, Changing College Classrooms: New Teaching and Learning Strategies for an Increasingly Complex World. San Francisco: Jossey-Bass, 1994. pp. 191-121.

Brandt, D. Scott. "Using Learning Teams in Internet Training." (at Purdue University) *Computers in Libraries* v. 16 (Jan. 96) p. 48-50.

Diaz, Karen R. and Helena M.VonVille. "Internet Training at the Ohio State University: the Process, the Product, the Potential." *The Internet Library*, Mecklermedia, 1994.

Foster, Constance L., Cynthia Etkin, and Elaine E.Moore. "The Net Result: Enthusiasm for Exploring the Internet." *Information Technology and Libraries* v. 12 (Dec 93) p. 433-6.

Hert, Carol Anne. "A Learning Organization Perspective on Training: Critical Success Factors for Internet Implementation." *Internet Research* v. 4 (Fall 94) p. 36-44.

Kalin, Sally G. "Collaboration: a Key to Internet Training." *Bulletin of the American Society for Information Science* v. 20 (Feb/Mar 94) p. 20-1.

Konrad, Lee G. and James Stemper. "Same Game, Different Name: Demystifying Internet Instruction." (workshops for undergraduate students and library staff at the University of Wisconsin Madison) *Research Strategies* v. 14 (Winter 96) p. 4-21.

"Navigating the Networks: the Training Hurdle." *Bulletin of the American Society for Information Science* v. 20 (Feb/Mar 94)

Ryan, Steve and Dean Leith. "Training with the Web: Internet Training in an Academic Library Environment." *Australian Library Journal* v. 44 (Feb 95) p. 22-6.

Schiller, Nancy. "Internet Training and Support: Academic Libraries and Computer Centers—Who's Doing What?" *Internet Research* v. 4 (Summer 94) p. 35-47.

Systems and Procedures Exchange Center

PLEASE ENTER A NEW SUBSCRIPTION
All subscriptions must be prepaid and will begin with the next issue released after receipt of this order.

10 issues kit subscription		10 issue flyer subscription	
US and Canadian:	$280	US and Canadian:	$50
Foreign:	$340	Foreign:	$55

Total Amount Enclosed:
(Visa, Mastercard or check only)

Name_____
Institution_____
Address_____
City_____ State_____ Zip_____ Country_____
Credit Card #_____
Exp. Date_____
Signature_____

Association of Research Libraries Office of Management Services
Dept #0692
Washington, DC 20073-0692
http://arl.cni.org/spec/specdesc.html

Systems and Procedures Exchange Center

Please send the following SPEC Kits
All orders must be prepaid

_____ _____ _____ _____ _____
_____ _____ _____ _____ _____

Order 10 issues and recieve the subscription rates above, otherwise

US and Canadian:	$46 per	Foreign:	$50 per

Total Amount Enclosed: _____
(Visa, Mastercard or check only)

Name_____
Institution_____
Address_____
City_____ State_____ Zip_____ Country_____
Credit Card #_____
Exp. Date_____
Signature_____

Association of Research Libraries Office of Management Services
Dept #0692
Washington, DC 20073-0692
http://arl.cni.org/spec/specdesc.html

Available Titles From SPEC

SP218 Information Technology Policies

SP217 Issues and Innovation in E-Reserves

SP216 Role of Libraries in Distance Education

SP215 Library Restructuring & Reorg

SP214 Digitizing Tech for Preservation

SP213 Technical Services Workstations

SP212 Non-Librarian Professionals

SP211 Library Systems Office Organization

SP210 Strategic Planning in ARL Libraries

SP209 Library Photocopy Ops

SP208 Effective Library Signange

SP207 Organization of Collection Development

SP206 Library Faculty Orgs

SP205 User Surveys

SP204 Uses of Document Delivery Services

SP203 Ref Service Policies

SP202 E-Journals Issues & Trends